Frank A. Nocerino
Commissioner

Town of Oyster Bay
Department of Parks

EQUIPMENT USE PERMIT APPLICATION

Facility Name: _____ Exact Location within Facility: _____

EQUIPMENT TYPE	REQUESTED QUANTITY	RENTAL RATE (per piece of equipment)	DELIVERY AND SET-UP	DATES/TIMES REQUESTED
SHOWMOBILE		$100 per hour	$75	
PORTABLE LIGHTS (available *only* for special events with Showmobile)		$75 PER DAY (4-hr minimum) $500 PER WEEK (7 days) $1000 PER MONTH (30 days)	$75 PER LIGHT	
MOBILE BLEACHERS		$100 PER DAY (6-hr minimum)	$100	
GOLF CART(S) (EACH)		$30 PER DAY (6-hr minimum)	$50 PER CART	

- **NO CHECKS SHOULD BE MAILED AT THIS TIME. If application is approved, you will receive a written invoice. At that time, a check may be sent in, made out to the "Town of Oyster Bay" and the permit will be issued.**
- **PROOF OF INSURANCE (with "Town of Oyster Bay" listed as "Additional Insured") must be provided.**
- **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT (516) 797-4156.**

☐ CHECK IF THIS IS A CHARITY EVENT (you will be contacted to discuss further and to provide additional paperwork)

APPLICANT'S NAME		
REQUESTING ORGANIZATION'S ADDRESS (NO P.O. BOX)		
REQUESTING ORGANIZATION		
TOWN	CITY	STATE
HOME PHONE	CELL	E-MAIL

The APPLICANT understands and acknowledges that the information provided in the application is true and accurate, and that the Town of Oyster Bay and the Department of Parks are relying on these statements and representations as a basis for the issuance of a permit. The APPLICANT agrees to abide by the terms set forth in this application, and the Rules and Regulations of the Town of Oyster Bay and the Department of Parks. Any violation of the rules herein will result in the permit being revoked and the forfeiture of all money received.

_____ _____

SIGNATURE DATE

FOR OFFICE USE ONLY:

☐ APPROVED

☐ DENIED

☐ HOLD - SPECIAL EVENT OR TBR REQUIRED

APPROVED/DENIED BY: _____

DATE: _____

AMOUNT PAID: _____

CHECK #: _____

DELIVERY DATE/TIME
RECOVERY DATE/TIME

RevD021417