



Joseph G. Pinto
Commissioner

Town of Oyster Bay
Department of Parks
977 Hicksville Road
Massapequa, NY 11758
(516) 797-4128 fax:(516) 797-4145
www.oysterbaytown.com

Gregory M. Mangino
Deputy Commissioner

Brian V. Nugent
Deputy Commissioner

TOWN OF OYSTER BAY
DEPARTMENT OF PARKS AND RECREATION
SPECIAL EVENTS PERMIT APPLICATION (Page 1 of 2)

• **APPLICANT INFORMATION:**

Applicant Name: _____
Applicant Contact Cell Phone: _____
Applicant Contact Business Phone: _____
Email Address: _____
Organization: _____
Street Address: _____
Town/State/Zip Code: _____

• **EVENT INFORMATION:** (Check one box below)

Special Event Use Distribution of Literature at a Special Event

_____(Initial) **SELLING OF MERCHANDISE OR SOLICITATION OF CONTRIBUTIONS IS PROHIBITED AS PER TOWN CODE 168.20 AND 168.24**

Type of Event: _____

Please note: Fundraisers are not allowed at any of the Town facilities

Date: _____

Rain Date: _____

Facility Name: _____

Location (within facility): _____

Start Location: _____ Ending Location: _____

Route through Park: _____

Approx. Number of Participants: _____ Number of Spectators: _____

Set Up Begins: _____ Clean Up Ends: _____

Time Event Begins: _____ Ending Time: _____

- Any event or program of any type, held during the permit holder's allotted time slot must be pre-approved by the Commissioner of Parks and/or his designee.
- The permit holder shall not charge any fees to participants or spectators at any Town facility, nor solicit, sell or gift their allotted time slot to any third party not named on the permit without prior consent of the Commissioner of Parks and/or his designee.
- Upon approval, the permit holder is solely responsible for all persons and parties involved with the event or program, including all attendees.
- No vendor of any sort, including food trucks, are permitted at any Town facility.
- No merchandise is allowed to be sold at any Town facility.



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• Describe in detail activities planned. List all items to be distributed. (Distribution of products, promotional material, speeches, ceremonies, etc.)

_____ YES/NO Will the event be **advertised**? If so describe advertising plan including dates and media outlets _____

_____ YES/NO Will any pamphlets, handbills or advertising matter of any kind be **distributed** at the event? _____

_____ YES/NO Do you plan to drive **vehicles** onto Parkland (vehicle permits are required as per section 2-08)

_____ YES/NO Will you need **electrical** connection?

_____ YES/NO Will you need **water** connection?

_____ YES/NO Have you made any provision for on-site **medical service**?

_____ YES/NO Do you have **insurance**? If so, with whom? _____

_____ YES/NO Do you plan to have **amplified sound** at your event?

Permit applicant acknowledges that any violation of the Town of Oyster Bay Department of Parks rules, regulations, policies, and directives of Town employees regarding the terms and conditions of any permit issued shall result in the immediate removal of the offending individual(s) from the park or facility, for violation of New York State Penal Law section 140.05 Trespass, in addition to any other penalty or penalties provided by law.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth on the application, and the Rules and Regulations of the Town of Oyster Bay Department of Parks & Recreation. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by the Department.

Signature of Applicant _____ Date _____

Print Name _____

- **NOTE: This form is NOT a Permit- Event dates, times and location should not be published until a signed permit has been issued confirming the event details.**

All checks made out to "Town of Oyster Bay".

Please return to: Town of Oyster Bay,
Department of Parks
977 Hicksville Road
Massapequa, New York 11758
ATTENTION: JEANNE GATTO
Or
Email: jgatto@oysterbay-ny.gov



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