



Town of Brookhaven Long Island

Mark Lesko, Supervisor

Dear Permit Applicant:

On behalf of the Department of Parks, Recreation & Sports, and Cultural Resources, we would like to assist you in having a successful event. We now have one General Permit Application for use of all our parks (including Firemen's and Holtsville Park), showmobiles, bleachers and remote control boats. The following are some guidelines to help process your application as quickly as possible:

1. Completely fill out the attached permit application and sign the Release and Hold Harmless section. If you are an agency/organization, the person signing must have the authority to do so.
2. Each application requires a non-refundable permit application processing fee (\$35 for residents or \$100 for non-residents) **and** any other applicable fees (i.e. use of showmobile(s), bleachers, pavilion, etc.) payable by check or money order **ONLY** and to be made payable to the *Town of Brookhaven*. A list of fees is provided on the back of the application. **Please note that NO permits will be processed if the permit application fee does not accompany them.**
3. Advance group permits are required for **ALL** groups over twenty-five (25) people (agencies/organizations, family picnics, reunions, etc.). Permit applications are accepted at the Recreation Office, 1130 Old Town Rd. Coram, NY 11727 **A MINIMUM OF THREE (3) WEEKS PRIOR TO THE EVENT.**
4. If you are a non-profit/not-for profit organization, please attach your 501C(3) certification when submitting your application. If it is not included this will delay processing of your application.

Please refer to the following page for specific information for Artist Lake, Holtsville Park, Firemen's Park, Showmobiles and General Park information. If you should have any questions or if we can be of further assistance, please call our Recreation office at (631) 451-2474. Thank you for choosing a Town of Brookhaven facility and we look forward to working with you.

Sincerely,

Edward P. Morris
Commissioner

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Department of Parks, Recreation and Sports, and Cultural Resources
Edward P. Morris, Commissioner
1130 Old Town Road • Coram • NY 11727 • Phone (631) 451-6100
Administration Fax (631) 451-6980 • Recreation Fax (631) 451-6125
www.brookhaven.org

Special requirements and specific information of note for Artist Lake, Holtsville Park, Fireman's Park, Showmobiles and general information:

ARTIST LAKE:

- Town code stipulates no noise over 85 Decibels.

HOLTSVILLE PARK:

- The Animal Preserve, Greenhouses, Information Center, Meeting rooms and grounds of Ecology Site are **NOT** included in this request and permission for special events must be made through the Ecology Site office at 758-9664, Monday through Friday, 9:00 AM to 3:00 PM.
- Permit is for Park use only and does not include use of the Holtsville Pool.
- Pavilion & gazebo are on a reserved basis only. Please note that there is an additional fee of \$35.00 for first 4 hours (includes set-up and clean-up time) and \$20.00 for each additional hour or any portion thereof. The Town of Brookhaven's Special Recreation Program has exclusive use of the Pavilion from 8:30 am to 12:30 pm Monday through Friday starting the last week of June through the first week in August.
- Restrooms located at the park concession are closed October 1st through end of April. Only the restrooms at Ecology Building are available during this time.

FIREMEN'S PARK:

- Camping is **NOT** permitted at this time.
- No outside food vendor or mobile concession may be brought to the site for your event.
- The following park rules will be strictly enforced:
 - No pets,
 - No cutting of trees,
 - No ATVS/Off-road vehicles on Park property,
 - No speed in excess of 10 mph and no parking in other than designated spaces.
 - Do not use trough or hydrants and use designated water hook-ups only.

SHOWMOBILES:

- All cancellations require a four (4) hour notice. Failure to notify this office of cancellation will result in a **\$150.00** fine.
- The Showmobile cannot be left at any site without proper security.
- The Showmobile cannot be left open with winds over 20 miles per hour. If this occurs, or if you have any questions, please call Parks Dispatch at 451-6141.
- Alcoholic beverages, open fires, littering are prohibited on the showmobile.
- **PLEASE NOTE: Do not open, close or move showmobile/bleachers.**

GENERAL PARK INFORMATION:

- All parks close at dusk.
- No food or beverages may be offered for sale in a Town of Brookhaven park except by licensed vendors with approval of the Commissioner.
- Mobile rides need approval from the Commissioner of Parks. Vendors must supply license and insurance certificate.
- All facilities must be cleaned after use.
- Please report any repair problems to (631) 451-6100.
- Any problems/emergencies, call Parks Dispatch (631) 451-6141. If there is no answer call Code Enforcement (631) 451-6161.

TOWN OF BROOKHAVEN
 Department of Parks, Recreation and Sports, and Cultural Resources
 1130 Old Town Road
 Coram, NY 11727
 (631) 451-6100 Fax: (631) 451-6125

General Permit Application
 (Please type or print clearly)

Check one only:

- Picnic Field Trip Meeting Special Event RC Boat Showmobile Bleachers
 Gazebo Pavilion OTHER (describe briefly): _____

Reservations for Gazebo/Pavilion ONLY at various locations: \$35 additional fee for first 4 hours includes set-up & clean-up time (example: 10 a.m. – 2 p.m. rental, 10 a.m. – 10:30 a.m. set-up; 1:30 p.m. – 2:00 p.m. clean-up); Additional hour or any portion thereof - **\$20.00**

Event:

Detailed Description (add additional sheets, if necessary):

Park Facility/Location:

No. of Individuals:

Date Requested:

Rain Date:

Start Time:

End Time:

Bathrooms: Yes No Restroom Access Fee (Off Season) - \$25.00/hr.

For Showmobile only: Rain dates will not be permitted on Sundays and Holidays. No equipment will be supplied.

Organization (if 501-c, attach a copy of official designation):

Applicant's Name:

Address:

City:

State:

Zip:

Phone #:

Fax #:

E-Mail:

Remarks/Additional Information:

Applicant's Signature:

Release and Hold Harmless

The undersigned in being granted a permit for the use of Town property and/or Town facilities hereby agrees to assume all liability and all risk of loss and shall be responsible for the supervision and welfare of all persons arriving on and/or using Town property and/or facilities in connection with permit issued. The undersigned further hereby releases the Town of Brookhaven, its officers, employees, servants, agents and enumerated volunteers from any liability for any injuries sustained, or damages incurred and to reimburse the Town for any damages arising out of directly or indirectly in connection with the undersigned's use of the Town property and/or facilities. The undersigned hereby further agrees that it (he/she) will indemnify and hold harmless the Town of Brookhaven, its officers, employees, servants, agents and enumerated volunteers harmless from any liability or claims that may result from the use of the Town property and/or facilities arising out of said permit.

Signature: _____

Date: _____

Fees – Must accompany **ALL** applications. Make checks or money orders payable to:

Town of Brookhaven Parks Department

Resident Permit Application Fee (Non-refundable – limit 5 dates per permit)	\$35.00
Non-Resident Permit Application Fee (Non-refundable– limit 5 dates per permit)	\$100.00
Gazebo/Pavilion (1 st four (4) hours or any portion)	\$35.00
Additional hour or any portion thereof	\$20.00
Showmobile Use Fee	
Profit Making Organizations first four (4) hours or any portion	\$400.00
Each additional hour	\$150.00
Not-for-profit organizations first four (4) hours or any portion	\$100.00
Each additional hour	\$25.00
Fine for failure to cancel four (4) hours prior to start time	\$150.00
Bleacher Use Fee	
Portable Bleachers (seats approx. 150 people)	\$125.00/event
Stationary Bleachers (seats approx. 75 people)	\$75.00/event
Not-for-profit organizations (Portable and Stationary)	\$25.00/event
Restroom Access Fee (Off Season)	\$25.00/hr.
Specialized Events	Price determined by event
Soap Box Derby	\$25.00/day
Use of Park Facilities by Profit Making Companies	\$500/day
Still Photos	\$300.00/day
Film-Making on Town Property	
Commercial	\$500.00/day
Other	\$250.00/day
Returned Check Fee	\$20.00

<u>Brookhaven Town Ordinances:</u>	
To help promote and ensure a safe environment for all residents the Town of Brookhaven prohibits the following acts:	
<u>Section</u>	
Public Consumption of Alcoholic Beverages	3-1
And/or Carrying Open Container of Same	3-1
Overnight Parking, Housing or Camping	10-4
Open Fires	10-12
Animals	10-15
Littering	10-17
Destruction or Defacing Park Property	10-18
Parking in Other Than Designated Spaces	10-19
Speed in Excess of 10 m.p.h.	10-19
Loitering After Dark	10-24
ATV's	37-2
Camping	10-14
Soliciting	10-16
Peddling or Selling	10-21
Rollerblading, Skating or Sledding	10-28
Firearms & Weapons	10-23
Boating in Bathing Area	10-25
Smoking in Public Buildings	30-113

Any problems/emergencies call Parks Dispatch 451-6141. If no answer call Code Enforcement 451-6161.

Official Use Only		
Received of:		
Check #:	Amount:	Permit #:
Approved:	Staff Signature:	