

**TOWN OF HUNTINGTON - APPLICATION & POLICY FOR RESERVATION OF
SPECIAL EVENTS PICNIC APPLICATION – 2017 (FOR BEER AND/OR WINE)**

DEPARTMENT OF PARKS AND RECREATION

Phone: 631-351-3089

Fax: 631-351-3100

The Department of Parks and Recreation charges a Picnic Application and Permit Fee in order to reserve picnic facilities. The application fee is not refundable. If however, your group cannot be accommodated, or if cancelled two (2) weeks before picnic date, the permit portion of the fee may be refunded. If you do not submit all documents within fifteen (15) business days prior to your scheduled event, your event may be in jeopardy of not going forward as planned. Credit Cards and Checks only are accepted, please make payable to "HUNTINGTON PARKS AND RECREATION." The attendant at the picnic area will be checking the number in each picnic group and if warranted, the Department may charge your group an additional fee based upon an increase in attendance.

All organizations or groups, including for profit and non-profit organizations must pay application and permit fees. **PLEASE DO NOT REQUEST WAIVER OF FEES.** Fees charged are used to defray the cost of summer employees who clean picnic sites and the cost of processing the permit. Scouts are not excluded from permit fee. Schools are excluded from permit fee during school hours (Monday through Friday, 9:00am – 3:00pm) ONLY.

APPLICATION FEE: non- refundable \$50.00

PERMIT FEE: PARKS	PERMIT FEE: BEACHES
1 to 100 people: \$175.00 + \$50 app fee = \$225.00	1 to 100 people: \$250.00 + \$50 app fee = \$300.00
101+ people: \$275.00 + \$50 app fee = \$325.00	101+ people: \$350.00 + \$50 app fee = \$400.00

PLEASE PRINT

Name or Company/Organization: _____

Person Responsible: _____

Address: _____

Street	Town	State	Zip
PHONE: Home: _____	Cell: _____	Work: _____	

Email address: _____ (required)

LOCATIONS: Please select location, **number by preference

- Parks:**
- _____ **Caledonia Park**, Caledonia and Wolf Hill Roads, Dix Hills
Picnic Area **Limit:** 100 people. At least one table must remain open for general public use.
 - _____ **Elwood Park**, Cuba Hill Road, Elwood
Picnic Area **Limit:** 200 people. At least one table must remain open for general public use.
 - _____ **Wm. E. Kessler**, Sweet Hollow Road, Melville
Picnic Area **Limit:** 100 people. At least one table must remain open for general public use.

- Beaches:**
- _____ **Centerport Beach**, Little Neck Road and Centerport
Picnic Area **Limit:** Main pavilion – 100 people (minimum of 75 required to reserve)
Small pavilion 1 & 2 -25 people each
Pavilion 3 & 4 – Open to general public
 - _____ **Crab Meadow Beach**, Waterside Avenue, Northport
Picnic Area **Limit:** 150 people (Yellow Section open to General Public)

Expected Event (birthday party, family reunion, etc.) _____

Expected Attendance: _____

Date: Choice #1: _____

Choice #2: _____ Choice #3: _____

Hours: From: _____ to: _____ * Night Surcharge \$30.00 per hour -beaches only
(Day Hours: 10am to 7pm) Beach Night Hours 7pm to 10pm

CATERER INFORMATION:

Company: _____ Insurance Attached: _____

Contact: _____ Phone: _____

Cell Phone: _____

If caterers are actively preparing food on Town of Huntington Property, caterers **MUST** provide evidence of Worker's Compensation Coverage for its employees and a copy of its permit from the Suffolk County Department of Health Services for off-premises catering.

REQUIREMENTS:

_____ Field use (parks only) _____ Volleyball Courts (not available Sundays, July & August, 2:30pm to 8:30pm at Crab Meadow.

By signing below, I understand the filing of this application is not a commitment of date or a permit for a picnic area.

Signature of Applicant/Person
Responsible _____

Date: _____

(See Other Side for Rules & Regulations)

Department of Parks & Recreation Special Event Picnic (For Beer & For Wine) Rules & Regulations § 159-31

1. This Picnic Application **REQUIRES A NEW YORK STATE LIQUOR AUTHORITY PERMIT** to allow or permit the consumption of Beer and/ or Wine at this event. Applicants wishing to possess and consume beer and/or wine at a picnic or special event on Town property (parks and beaches) are now required to fill out a Town Special Events Picnic Application and obtain a Temporary Beer, Wine and Cider Permit from the New York State Liquor Authority. Website- www.sla.ny.gov and Telephone Number (518) 474-3114. Must post N.Y. State Liquor License at event.
2. The Town requires the applicant to provide Certificate of Liability Insurance, evidencing liquor liability coverage in the amount of \$2,000,000.00 per occurrence. The Certificate of Insurance must name the Town of Huntington and the Town of Huntington Board of Trustees, 100 Main Street, Huntington, New York 11743, as Certificate Holders and Additional Insured's, by endorsement. The Certificate **MUST** include a description of the event and the date and location of the picnic.
3. Caterers preparing food in designated Town Picnic Areas are required to secure a Certificate of Liability Insurance in the amount of \$2,000,000.00 naming the Town of Huntington and Town of Huntington Town Board of Trustees, 100 Main Street, Huntington, New York 11743, as additional insured's by endorsement, and the appropriate Suffolk County Dept. of Health Permits for the preparation/service of food. A Certificate of Insurance evidencing such coverage must be provided by the caterer to the Department of Parks and Recreation, **AT LEAST fifteen (15) business days PRIOR** to the date of the picnic. Said coverage shall remain in full force and effect for time of the picnic.
4. Permits for use of facilities are available to Town of Huntington Residents, organizations and groups only. An application for use of a facility must be made for each facility requested. Facilities may be reserved from 9am to 7:00pm. Picnics will be held starting the Tuesday after Memorial Day until the Thursday prior to Labor Day.
5. Applications will be accepted starting Tuesday, January 10, 2017. All Forms for the use of facilities must be received **AT LEAST Fifteen (15) business days PRIOR** to the requested date of facility use. If you do not submit all documents fifteen business days prior to your scheduled event, your event may be in jeopardy of not going forward as planned.
6. Applications are available at Parks and Recreation and take at least 3 weeks to be processed. Payment must be made at time of application. Applicant must submit application in person at the Recreation Office, 100 Main Street, Huntington, and Monday through Friday during operating hours.
7. List alternate date. Dates cannot be verified prior to or when submitting an application. No rain date may be requested.
 - a) There are no refunds unless a reservation is not assigned.
8. Facilities are provided at the picnic areas to adequately handle the numbers listed on the reverse side.
9. Electronic amplification equipment is prohibited from use in any picnic area.
10. No person shall ignite or maintain a fire on any beach or in any park except in grills or fireplaces located at designated areas. Town code §159-17 (B) (4)
11. §111-77 No person shall erect, maintain or utilize a tent having an area in excess of 200 sq. ft. or a canopy in excess of 400 sq. ft. without a permit from the Department of Fire Prevention presented to the Department of Parks and Recreation for approval.
12. All vehicles, including bicycles and mini-bikes are prohibited from riding on unauthorized areas of Town property. No dogs, horses or other animals are allowed at facilities.
13. Use of mobile or mechanical rides is prohibited on Town property.
14. The applicant is responsible for damages to property occurring while in use by that group or person during the time of the permit.
15. Picnic areas cannot be used for fund raising activities without prior approval from the Director of Parks & Recreation. A Special Event Application and Requirements are necessary.
16. No person shall solicit alms or contributions for any purpose, whether, public or private without written authorization from the Director of Parks and Recreation.
17. Permit must be available to attendant at facility during time of picnic. This permit grants exclusive use of a certain area as indicated, but does not prohibit others from utilizing unreserved areas.
18. Areas designated for use by the public for picnics on a first come basis cannot be used by groups with reservations.
 - a) Permit holder may only use the area assigned to the group listed on the permit. * Picnic Tables are not to be removed from the public designated area*.
19. In the event reservations are not going to be used, notify the Department of Parks and Recreation immediately at 351-3089.
 - a) For Beach Locations (on weekends only) notify 261-7574.
20. **RAIN DATE POLICY:** Reservations for rain dates will not be accepted. If a group would like to pay for two dates, one which is to be considered a "Rain Date" it must be with the understanding that the fee for either date is non-refundable.
21. Applicant is responsible for cleaning area that has been reserved, at the completion of the Picnic.
22. The Department of Parks & Recreation reserves the right to revoke any future request, by any group, if the above rules are not followed.

I have read & reviewed and agree to abide by the above Rules & Regulations #1 thru. #22:

Signature: _____

Date: _____