

Date Received _____

REQUEST FOR USE OF COUNTY PARKS

Division of Environmental Resources – 50 Sanatorium Road Building A ~6th Floor – Pomona, New York 10970
Phone: 845-364-2670 Fax (845) 364-2671

Personal Information

NAME: _____ ORGANIZATION _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS _____ For notification of permit status only

EVENT INFORMATION

NAME OF PARK _____ EVENT DATE: _____

STARTING TIME OF EVENT: _____ FINISHING TIME OF EVENT: _____

**Park hours are from Sunrise to Sunset*

PURPOSE FOR WHICH THE PARK WILL BE USED: _____

NUMBER OF VEHICLES: Cars _____

BUSES BY PERMIT ONLY - Buses under 19' _____ Buses 19ft & over _____

BRIDGE RESTRICTION: BUSES OVER 10 TONS PROHIBITED AT HAVERSTRAW BAY PARK
PARKING FOR BUSES OVER 19 FEET AT DESIGNATED AREA ON BEACH ROAD (MAX 3) BY PERMIT ONLY

TOTAL NUMBER OF PERSONS ATTENDING _____

_____ Infants to 18 years of age* _____ Adults age 18 and up

**Adequate adult supervision required (1 adult over the age of 18 for every 10 children under the age of 18)*

HAVERSTRAW BAY PARK MAXIMUM CAPACITY 800 PEOPLE (EXCLUDES SPECIAL COUNTY EVENTS)

Pavilion fee - \$150.00 each block of time includes up to 100 people (Fee Schedule Table on back).

Circle Block of Time
(\$150 Per Block)

KAKIAT PARK PAVILION:	8:00 AM – 11:45	12:15 – 4:00	4:30 – Closing
KENNEDY PARK PAVILION:	8:00 AM – 11:45	12:15 – 4:00	4:30 – Closing
HAVERSTRAW PAVILION:	8:00 AM – 11:45	12:15 – 4:00	4:30 – Closing

REFUND POLICY - Pavilion fee is non-refundable.
 Applicant can reschedule for another available date and time within the calendar year.

PROCESSING FEE - \$25 for each change to permit after approval

PERMIT FEES

PRIVATE GROUPS	General Use	12-25 People 26-50 People 51-100 People 101-Max Capacity	\$ 25.00 \$ 50.00 \$100.00 \$1.50 per person over 100
	Pavilion*	12-100 people included 101-Max Capacity	\$150.00 per 4 hour block \$1.50 per person
PUBLIC AND PRIVATE SCHOOLS	General Use*	\$1.50 per person (includes children and adults)	
	Pavilion*	Included with general use fee if available	
NOT FOR PROFITS (501c3)	Fund Raising*	\$150.00 for 4 hours (includes pavilion) \$25 for each additional hour	
PROCESSING FEE	Change to Approved Permit	\$25 for each change to permit after approval	

***Plus reimbursement to the County for additional expenses incurred (clean up, refuse removal).**

If additional staff is deemed necessary, reimbursement for actual costs will be required

PAYMENT BY CHECK OR CASH ONLY: Make check payable to the "Commissioner of Finance".

Payment must be submitted with permit by mail or in person to either the Pomona office or at Haverstraw Bay Park.

IMPORTANT

- ALL ORGANIZED OUTINGS SHALL OBTAIN SPECIAL PERMITS FROM THE COMMISSION AT LEAST 2 WEEKS PRIOR TO THEIR ARRIVAL IN THE PARK. (LOCAL LAW 315-25)
- PAVILION(S) CAN ONLY BE RESERVED IN THE BLOCKS OF TIME INDICATED.
- ALCOHOLIC BEVERAGES ARE PROHIBITED ON COUNTY PARK PROPERTY. **VIOLATORS WILL BE PROSECUTED.**
- ALL FACILITIES MUST BE RETURNED TO THEIR ORIGINAL CONDITION.
- ALL LITTER AND DEBRIS MUST BE DISPOSED OF PROPERLY.
- NO SWIMMING OR WADING PERMITTED. PORTABLE POOLS NOT PERMITTED.
- ALL FACILITIES ARE OPEN TO THE PUBLIC. PARK USE IS ON A FIRST COME, FIRST SERVE BASIS. RESERVATIONS ACCEPTED FOR PAVILION ONLY.
- CHILDREN UNDER 10 YEARS OF AGE MUST BE DIRECTLY SUPERVISED BY AN ADULT AT ALL TIMES.
- DISC JOCKEYS, BANDS OR AMPLIFIED SOUND NOT PERMITTED WITHOUT PRIOR APPROVAL.
- PERMIT REQUIRED FOR BUSES. BUSES OVER 10 TONS NOT PERMITTED TO ENTER PARK AND MUST PARK IN DESIGNATED AREA ON BEACH RD.
- BICYCLES, SCOOTERS, SKATEBOARDS, ETC. NOT PERMITTED ON ANY PATHS IN THE PARKS.
- PETS NOT PERMITTED AT HAVERSTRAW BAY PARK AND DUTCH GARDEN.
- TEMPORARY OR INFLATABLE STRUCTURES ARE NOT PERMITTED (BOUNCE HOUSES, TENTS, ARBORS, CANAPIES, ETC.)
- DRONE USE PROHIBITED IN ALL COUNTY PARKS.
- IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY ALL GUESTS OF THE RULES AND REGULATIONS. A LIST OF THE RULES AND REGULATIONS IS AVAILABLE UPON REQUEST.

Applicant's Signature

Date

* PERMIT MUST BE IN THE POSSESSION OF THE PERMIT HOLDER DURING THE EVENT.

AGENCY USE ONLY

Agency Notes: _____

Parks Operations Manager

Approval

Disapproval

Date

Signature: _____

Coordinator Environmental Resources

Approval

Disapproval

Date

Signature: _____

\$ 	FEE PAID For Office Use Only	Check #
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