

**New York State  
Office of Parks, Recreation and Historic Preservation  
Saratoga / Capital District Region**

**Special Event/Activity Permit  
Application**

*(Attach additional pages if needed)*

Location of Event:

\_\_\_\_\_

**EVENT INFORMATION**

Sponsoring Organization: \_\_\_\_\_

Contact Person (event coordinator): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_

Home: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time: From \_\_\_\_\_

To \_\_\_\_\_

Name of Event: \_\_\_\_\_

*(Permit fees are shown on page 5 of this application)*

---

---

I) Description of Event: (attach additional pages if necessary)

a) Is this a fund-raising event? YES ☐ NO ☐

i) If YES, who receives the proceeds? \_\_\_\_\_

ii) What Percentage? \_\_\_\_\_

b) Will an entrance / registration fee be charged? YES ☐ NO ☐

i) How Much? \_\_\_\_\_

c) Number of participants expected: \_\_\_\_\_

i) Number of spectators expected: \_\_\_\_\_

d) Co-Sponsors of the event: \_\_\_\_\_

i) NOTE: The permittee is expected to abide by OPRHP's policy that sponsorships will neither be solicited nor accepted from companies which are primarily involved in promoting tobacco products, or beverages defined as "alcohol" in the Alcohol Beverage Control law and this policy.

e) Event Location/Staging Area: \_\_\_\_\_

i) Set Up: When and by whom? \_\_\_\_\_

ii) Clean up: When and by whom? \_\_\_\_\_

f) Picnic area to be utilized: YES ☐ NO ☐

(Additional fees for pavilion rentals)

i) Location(s): \_\_\_\_\_

II) Permits Required:

a) Alcoholic Beverage Permit needed?: YES ☐ NO ☐

Patrons may not bring alcoholic beverages into any park except pursuant to an alcohol permit. The permittee is responsible for obtaining this permit for the group.

b) Bus Permits needed?: YES ☐ NO ☐

Bus permits for outings to all parks are issued by Saratoga Spa State Park. Contact number 518-584-2000.

c) Tents Permit needed? YES ☐ NO ☐

A tent permit is required for all tents/canopies in excess of 200 square feet, all cooking tents/canopies, all **air inflated** structures, or for any temporary structure with a capacity of fifty (50) or more people. The application must be submitted to the Regional Engineering office **at least FOURTEEN Calendar Days** prior to the date of use listed in the application. Applications are available at the park office upon request.

d) Amplified Music: YES ☐ NO ☐

(NOTE: some facilities do NOT allow amplified music)

Describe: \_\_\_\_\_

e) Food onsite for sale? YES ☐ NO ☐

If YES then will this food be packaged food or prepared food? \_\_\_\_\_

III) Assistance desired:

a) Park staff: YES ☐ NO ☐

- i) We are able to assist in a limited capacity. In some instances we may find it necessary to increase our normal level of staffing. If additional park staff is necessary to accommodate your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. The cost will be based on the number of employees and hours worked. Cost will be determined prior to your event by the Agency and invoiced to you. For any staff costs, checks must be made payable to the **NYS Commissioner of Taxation & Finance**.

Describe: \_\_\_\_\_

b) State Park Police: YES ☐ NO ☐ (may be required if alcohol permit is issued)

- i) Police coverage may be required and must be arranged in advance. The cost to the permittee will be based on the officers and hours worked. The cost will be based on the number of employees and hours worked. Cost will be determined prior to your event by the Agency and invoiced to you. For any police costs, checks must be made payable to the **NYS Commissioner of Taxation & Finance**.

Describe: \_\_\_\_\_

**Plans for use of private security personnel must be reviewed and approved by NYS Park Police prior to the event.** Use of private security forces is limited to unarmed surveillance of event activities and to act as a deterrent to unlawful and unacceptable behaviors within the event area. Security personnel must observe all park rules and regulations. Firearms and weapons are not permitted in the park. All suspicious activities and unusual incidents observed must be immediately reported to Park Personnel or Park Police on site. Unusual incidents include, but are not limited to, damage to Park property, accidents, personal injuries, and emergencies involving medical personnel.

If you intend to use private security personnel, describe your plans here: \_\_\_\_\_

\_\_\_\_\_

c) Traffic/Parking Control:

i) Number of people: \_\_\_\_\_

ii) Where? \_\_\_\_\_

iii) When? \_\_\_\_\_

d) First Aid and Emergency Communications: Who is providing this? \_\_\_\_\_

\_\_\_\_\_  
(Please specify the company name and contact that you organized first aid response with.)

e) Other Considerations:

IV) We require detailed plans for the following items. (Please attach or forward additional pages as needed)

- a) Map: A map showing placement of all equipment and activities, course layout and directions, the number and locations of course marshals, etc.
- b) Signs: With written permission only, signs may be placed, not attached with nails, immediately prior to the event and must be removed immediately after the event ends. Advertising posters must be approved in advance by Park or Site Managers.
- c) Provision for Clean and Adequate Toilet Facilities: You may be required to provide portable toilets to meet NYS Dept. of Health Sanitary Code requirements.

V) Trash Removal: All facilities in the Saratoga/Capital District Region are Carry In / Carry Out. Please make arrangements to remove your trash.

VI) Liability Insurance: For all events, proof of insurance must be provided prior to the event.

- a) For all events, we require general liability coverage with limits of no less than \$1,000,000 (one million dollars) for each occurrence and a general aggregate minimum of \$2,000,000 (two million dollars) to protect Permittee and each additional insured from any claims for damages to property and for personal injuries, including death, which may arise in connection with the uses permitted under the Permit.
- b) All insurance required must name the “The State of New York; Office of Parks, Recreation and Historic Preservation; and their officers, employees, and agents” as additional insured.
- c) Permittee shall require any of its contractors retained in relation to this permit to meet the insurance requirements of this section. Permittee shall provide OPRHP with proof of any such contractor’s insurance as provided in subsection (d) below.
- d) Permittee shall provide OPRHP with proof it holds the insurance required by this section in the form of a Certificate of Insurance, or other written confirmation of insurance coverage, including declarations of insurance and endorsements. Such written confirmation must, at minimum:
  - (i) reference the Event Name and Date;
  - (iii) be issued to “New York State Office of Parks, Recreation and Historic Preservation, 19 Roosevelt Drive, Saratoga Springs, New York, 12866;”
  - (iii) be completely filled out with the date of issuance, name of the insured, carrier, policy numbers, coverage period, any deductible or self-insured retention amounts, each occurrence and aggregate limits, and exclusions or additional insured endorsements to the policy;
  - (iv) be signed by an authorized representative of the reference insurance carriers; and
  - (v) be either an original copy or an electronic version of the same that can be directly traced back to the insurer, agent, or broker via e-mail distribution or similar means.

If requested by State Parks, Permittee shall deliver to OPRHP a copy of the policies of insurance, certified by the insurance carrier as being true and complete.

VII) Rules and Regulations:

- a) In order for your event to proceed smoothly, you must consider all aspects of the event and its impact on park operations and facilities, and other park users. You, your group members and activity participants are required to abide by park rules and regulations. Failure to do so will result in denial or cancellation of the permit. Do not assume that you have any exemptions from any rules unless you have obtained specific written permission in advance.

VIII) Answers to common questions:

- a) Permits are required for alcoholic beverages, sound amplification, generators, tents and other temporary structures and posting of signs.
- b) Parking – Do not drive or park on restricted areas, grass or service roads unless directed to do so by a designated park employee. All vehicles are to be parked in designated areas. A per vehicle fee may be charged.
- c) Clean up –Your group is responsible for cleaning up during and after the event. All garbage is to be removed.
- d) Parks are open to the public. Unless specified otherwise in your permit, you do not have exclusive use of any area or facility.
- e) Pets are not permitted in some parks. Please ask about pet restrictions before planning your event.
- f) Raffles are not permitted.

- g) NYS Parks requires helmets to be worn by all bicycle riders, regardless of age. Other rules and regulations might apply.
- h) Additional NYS Park Police will be required if it is determined that event activities warrant it. If it is not required, additional NYS Park Police may be requested by event organizer if desired.

All applications must be received 30 days prior to the day of the event and any required deposits must be made 15 days prior to event date.

**Application Submitted by:** \_\_\_\_\_  
Organization Name (please print)

\_\_\_\_\_  
Organization's Representative (please print)

\_\_\_\_\_  
Organization's Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Application Reviewed by: NYS Office of Parks, Recreation and Historic Preservation**

\_\_\_\_\_  
OPRHP Representative Signature Title Date

## Schedule of Fees for Special Events Saratoga / Capital District Region

We negotiate a fee for the use of our facilities. Shown below are our fundraiser and non-fundraiser fees for charitable and non-charitable organizations and fees for possible additional costs.

**1. Event/Activity Fee\*:**

Base fee is \$30 per 50 people.

**2. Police Costs\*:**

If Park Police assistance is required during your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. The region will charge up to approximately \$95 per hour per officer with a 4 hour minimum per officer. Additional NYS Park Police will be required if it is determined that event activities warrant it.

**3. Staff Costs\*:**

If additional park staff is necessary to accommodate your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. Staff fees are calculated using the rates of pay of the employees who work at the event. For estimation purposes, \$45 per hour per employee should be considered. The actual cost may be more or less.

**4. Miscellaneous Costs\*:** Any additional costs incurred in conjunction with the event.

Amplified Music

Alcohol Permit

Other fees may be assessed.

**5. Vehicle Use Fees:**

*Cars and passenger vehicles* must pay the park's vehicle entrance fee upon entering the park when applicable. Fees vary depending on which park is to be used.

*Bus* permits must be obtained and paid for at least two weeks in advance by contacting Saratoga Spa State Park office unless stated otherwise in the permit.

We may require a deposit (amount to be determined by a facility manager) prior to the event to secure the permit. After all the revenue is counted, we will return any overpayments, less the base fee, or bill the permittee for the balance due.

\*Failure to make the required payments by the date specified in the permit (generally within 60 days of the event) may result in a 2% penalty for each month the payment is late. Any penalty charged will accrue until the amount is paid in full. Penalties assessed to staff and police costs will be included in the final event permit fee.