**Eric Hoppe**

**Park Manager**

# Walkway Over The Hudson State Historic Park

87 Haviland Road

## Highland, New York 12528

## Tel. 845. 834. 2867 Fax 845. 834. 2868

zack.diaz@parks.ny.gov

eric.hoppe@parks.ny.gov

## **Event/Activity Permit Application**

 Send Permit Application to: Denise.Murtagh@Parks.NY.gov

 EVENT INFORMATION

Sponsoring Organization:

Contact Person (event coordinator):

Address:

Telephone: Work (     )      Home (     )

Cell Phone: (     )      Fax: (     )

Email Address:

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

Date(s) of Event:

Second Choice for Date For Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time For Event: From\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ (Either 7 AM-11Am or 12 PM-4 PM )

Start Time for Set up: From \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ (Either 7 AM-11Am or 12 PM-4 PM )

Second choice for time slot: From \_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_ (Either 7 AM-11Am or 12 PM-4 PM )

1. Description of Event: (attach additional pages if necessary)
	1. Is this a fund-raising event? YES [ ]  NO [ ]
		1. If YES, who receives the proceeds?
		2. What Percentage?
	2. Will an entrance/registration fee be charged? YES [ ] NO [ ]
		1. How much?
	3. Number of participants expected:

Number of spectators expected:

* 1. Co-sponsors of the event:
		1. 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.
	2. Event Location/Staging Area:
		1. Set Up: When and by whom?
		2. Clean up: When and by whom?
	3. Area’s to be utilized: (See fee’s attached) (2017 West Side unavailable due to construction)

\_\_\_West Approach (unavailable 2017) \_\_\_Center Bump Out Flag ($300)

\_\_\_West Reception (unavailable 2017 \_\_\_East Reception Area ($250)

\_\_\_West Bump Out ($250)

\_\_\_Exclusive use 12 spot parking (Unavailable 2017)

 \_\_\_Exclusive use of ½ of 80 spot parking ($250)

 \_\_\_Exclusive use of 80 spot parking ($500)

 \_\_\_Exclusive use of entire walking and parking ( Walkway closed to public) $10,000

Permits Required:

* 1. Alcoholic Beverage Permit needed?: YES [ ]  NO [ ]

Patrons may not bring alcoholic beverages into park except pursuant to an alcohol permit. The permittee is responsible for obtaining this permit for the group. Alcoholic beverages are not allowed on the Walkway surface.

* 1. Amplified Sound: YES [ ]  NO [ ]  Permit Required
	2. Will you require an electrical outlet\_\_\_\_\_\_\_\_\_

 Describe:

1. Assistance:
	1. Park staff: (To be determined by Park Manager)

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. A rate of $45 per hour is used to estimate the cost of all man-hours exceeding our normal staffing schedule. For any staff costs, checks must be made payable to the **NYS** **Commissioner of Taxation & Finance.**

* 1. State Park Police: (To be determined by Park Police)
		1. Police coverage may be required and must be arranged in advance. Per the Force Directive, the region charges a fee per hour per officer with a 4 hour minimum per officer. For any police costs, checks must be made payable to the **NYS** **Commissioner of Taxation & Finance.**

* 1. Traffic/Parking Control:
		1. Number of people:
		2. Where?
		3. When?
	2. First Aid and Emergency Communications**:** Who is providing this?

 (Please notify the NYS Park Police Taconic Region (845-889-8866), local police, and ambulance of the date of your event.)

* 1. Other Considerations:
1. We require detailed plans for the following items. (Please attach or forward additional pages as needed)
	1. Map: A map showing placement of all equipment and activities, course layout and directions, the number and locations of course marshals, etc.
	2. Signs: With written permission only, signs may be placed, not attached to any park fixtures, immediately prior to the event and must be removed immediately after the event. Advertising posters must be approved in advance by Park or Site Managers.
	3. Provision for Clean and Adequate Toilet Facilities: You may be required to provide portable toilets to meet NYS Dept. of Health Sanitary Code requirements.
2. Trash Removal: You will be responsible for all garbage removal (All trash must be removed from the park)

(THERE WILL BE A $100 FEE IF TRASH IS LEFT BEHIND OR PLACED IN OUR DUMPSTERS)

1. Liability Insurance: For all events, proof of insurance must be provided prior to the event.
	1. For non-sporting events, coverage in the amount of $1,000,000 (one million dollars) for liability and $100,000 for each incident of property damage incurred from the conduct of activities under the permit.
	2. For sporting events, coverage in the amount of $2,000,000 (two million dollars) for liability and $200,000 for each incident of property damage incurred from the conduct of activities under the permit.
	3. The certificate of insurance must include the following wording:

**“Additional Insured**: The People of the State of New York, New York State Executive Department, New York State Office of Parks, Recreation and Historic Preservation, their commissioners, officers, agents and employees.”

1. Rules and Regulations:
	1. 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.

1. Answers to common questions:

a) Permits are required for alcoholic beverages, sound amplification, generators 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.

c) Clean up –Your group is responsible for cleaning up during and after the event. All garbage is to be removed. (THERE WILL BE A $100 FEE IF TRASH IS LEFT BEHIND OR PLACED IN OUR DUMPTERS)

d) Parks are open to the public. Unless specified otherwise in your permit.

e) Raffles are not permitted.

f) Balloons and Kites are **NOT** permitted on the Walkway.

g) NYS Parks requires helmets to be worn by all bicycle riders.

 h) All applications must be received 60 days prior to the day of the event and Final Payment

 made 30 days prior to event date. Must be original signed, no copies!

 i) All requests for refunds must be received in writing 30 days prior to your event.

 j) NYS Parks does not give refunds due to weather.

k) A 10 foot clearance must be left on all pathways at all times.

l) All members of the event group must keep to their right and the group can only occupy ½ the walkway at a time.

m) Picnic tables are for picnicking use only

n) Drones are Prohibited in All New York State Parks

**Schedule of Fees for Special Events**

We may negotiate a fee for the use of our facilities.

1. **Event/Activity Fees:**

**Event size base fee:**

\_\_\_Extra Small Event $ 50- 25 people or less ($ 50)

\_\_\_Small event: $200 -26 to 100 people ($200)

\_\_\_Medium event: $500 – 101-300 people ($500)

\_\_\_Large event: $1000 - 301 – 500 people ($1000)

\_\_\_X-large event $1,500 – 500-1,000 people ($1,500)
\_\_\_Jumbo Event $2,000- 1,000 people or more ($2,000)

(ALL EVENTS ARE IN 4 HOUR TIME BLOCKS FROM SET UP TO REMOVAL)

Extra Small, Small and Medium events are $100 extra per hour over initial 4 hour slot

Large and Extra Large events are $250 extra per hour over initial 4 hour slot

 Jumbo Events are $300 extra per hour over initial 5 hour slot

 $75 Fee for setting up prior to 7 AM

 Any overnight arrangements must be made in advance

 (Film Permit Required)

1. **Minimum Fees for Filming Per Day:** (Price determined by area & equipment)

a) 1-5 person crew $150 – $750

 6-10 Person crew $300 - $750

 10 or more person crew $500 - $2000

* 1. Still Photography (for commercial use) per day.

 1-5 person crew $150

 6-10 Person crew $300

 10 or more person crew $500

1. **Other amenities offered by park:**

10’X10’ EZ-UP Tent without sides - $25 each

Folding Chairs - $2 each

Folding Tables - $10 each (6’ or 8’)

Amplifier - $25

Electric -50

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

Staffing Fee may apply if event setup takes place before 7am on event day. TBD

 Other fees may be assessed.

1. **Parking Fee:**

*Cars and passenger vehicles* must pay parking fee upon entering the park.

*Cars/trucks/vans may unload prior to event and pick up at conclusion. NO vehicles will be allowed to remain in public areas during event.*

1. **Deposit:**

 We may require a deposit (amount to be determined by a park manager) prior to the event to secure your permit.

 **Please contact Walkway Over The Hudson State Historic Park if you should have any questions. (845) 834-2867**

**THANK YOU FOR CHOOSING WALKWAY OVER THE HUDSON STATE HISTORIC PARK FOR YOUR EVENT!**

**We look forward to working with you to make your event successful!**

**By signing below you agree to all rules and regulations as stated in this application.**

**Eric Hoppe**

**Park Manager**

**Walkway Over The Hudson State Historic Park**

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**Application Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Name (please print)**

**Organization's Representative Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_**

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

 **Eric Hoppe, Park Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**By signing below you agree to all rules and regulations as stated in this application.**

**Application Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**