



City of Long Beach, NY

2024 APPLICATION PACKET FOR PERMIT FOR USE OF CITY PROPERTY FOR SPECIAL EVENT

Department of Parks & Recreation Special Events Office
700 Magnolia Boulevard | Admin Offices | Long Beach, NY 11561
Phone: (516) 705-7414 | lbevents@longbeachny.gov | www.longbeachny.gov/events

Thank you for your interest in holding a special event in the City of Long Beach, New York. This application is necessary for the use of any public property or for municipal resources and services for any event with over **25 participants**. In order to determine your eligibility for the proposed event, a completed application is needed. Please complete the form in its entirety. **Incomplete applications will not be accepted.**

The City of Long Beach reserves the right to limit the size and scope of activities permitted, to limit the number of non-municipal events held annually, and to deny permission for any event that is deemed as interfering with City of Long Beach functions, or which presents an undue burden on city services. **Applications must be submitted 45 days in advance of event.**

Submission of this application is a request and does not constitute approval. Late or incomplete applications may be denied or assessed a late fee.

APPROVAL PROCESS:

- Upon receipt, the application will be processed and reviewed by various city departments to determine feasibility.
- Your application cannot be processed until you have submitted the application processing fee.
- Applications are not accepted electronically (fax or email) and will not be processed.
- **Submitting an application does not guarantee approval of the permit/event!**
- By applying, you are agreeing to abide by all regulations set forth in this packet.
- An event permit or denial will be issued within four weeks of applying for the event.

FEES:

- All applicants must pay the **non-refundable \$100 application fee**.
- Payment of the processing fee does not guarantee a Final Permit.
- The processing fee is strictly for entering an application into the permit process for further review. It does not cover use of city property fee and reimbursement for city services.
- A **\$50 late fee** will be assessed if submitted less than 45 days prior to the event.
- Additional fees will be determined based on the type/scope of event, number of people, city services rendered and size of the event.
- City Code Section 14-317 allows the City to recoup certain expenses related to special events.
- Payment can be made by cash, check, money order or credit card. Checks should be made payable to the City of Long Beach. Visa and Mastercard accepted in person only, a 3.5% convenience fee applies.

REQUIREMENTS:

- Submission of completed notarized application.
- Insurance: The City of Long Beach requires submission of a Certificate of Insurance naming the city as an additional insured (see insurance section page 7).
- All applicants regardless of 501c3 status must pay the non-refundable \$100 permit fee.
- An event site map or schematic must be submitted with the application. **NO EXECPTIONS.**
- Proof of necessary food and beverage permits if required.
- Additional information or documentation may be required based on event activities.

Rules & Regulations:

- Only the person designated on this form should communicate with the Events Office.
- All boardwalk or beach events are subject to the rules and regulations governing the Beach Park.
- Cooking/BBQ or open flame on or near the boardwalk or beach is strictly prohibited. Sec. 11-19 & Sec. 11-20.
- Personal vehicles are not permitted on the boardwalk or on the beach.
- Events on the beach require a valid beach pass for all attendees from Memorial Day to Labor Day. Sec. 18-17
- No tents or canopies shall be set up on the boardwalk without special permission.
- No tables are to be set up on the boardwalk or at the bottom of the boardwalk ramp without permission.
- No events may take place after 11:00PM or prior to 5:00AM. Sec. 14-318.
- No swimming after hours (6:00PM – 9:00AM or whenever lifeguards are off duty). Sec. 18-34.
- Surfing prohibited in designated areas. Sec. 18-38.
- Dogs/Animals are prohibited on the beach/boardwalk and in Kennedy Plaza. Sec. 5:22-23.
- Possession/Use of Alcohol is prohibited in public areas w/o special permission. Sec. 18-44.
- Smoking on the beach or in a public park is prohibited (cigarette, cigar, electronic cigarette, vape, etc.) Sec. 18-44.1a.
- Glass beverage containers are prohibited on the boardwalk and ocean beach park. Sec. 18-45
- It is unlawful for any group, organization, or person to camp overnight anywhere in any park, beach, or boardwalk. Sec 18-97.
- You must remove garbage, signs, banners, tape, zip ties etc. upon completion of your event. Sec. 18-45.
- Fireworks are prohibited. Sec. 11-3.
- Unreasonable Noise/Loud Music Prohibited - Noise ordinances are applicable to all events. Sec. 16.
- Generators are strictly prohibited. No D.J.'s, bands, or amplification without permission.
- Sale of food is strictly prohibited without approval from the City and the Nassau County Board of Health.
- Paint or stenciling of any kind on the boardwalk or in Kennedy Plaza is strictly prohibited.
- Events may not obstruct, impede, or interfere with the free flow of pedestrian, cyclist traffic. The beach Emergency Lane and boardwalk Bike Lane must always be kept clear.
- Advertising of alcohol is prohibited on City Property.
- Advertising on City property; flyers, pamphlets, or handouts are not to be left on cars or passed out in parks.
- Remote controlled soaring and/or gliding crafts are prohibited at city events.
- Tents larger than 10 x 10 require special permission.
- All vehicles in angled parking spaces shall park front end first. Sec. 15-175.3

Permits are issued only to the applicant agency named on the application, only for the event described herein, at the times and dates noted. Any deviation from the permissible parameters may result in the permit being revoked and/or additional fees being levied as determined by the City of Long Beach.

By signing, I acknowledge that I read and understand and will abide by all the above listed rules and regulations as they apply to my specific event or use of City Property within the City of Long Beach.

Signature: _____ **Print Name:** _____

Organization: _____ **Date:** _____

Please complete the following forms. Incomplete applications will not be accepted.

Date: _____

City of Long Beach, NY

2024 APPLICATION FOR PERMIT FOR USE OF CITY PROPERTY FOR SPECIAL EVENT

APPLICANT INFORMATION

NAME OF ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP:

WEBSITE:

FACEBOOK:

STATUS: Not for Profit 501C3 School Private for Profit Government Veteran Other

CONTACT INFORMATION

Identify the point of contact that will be on-site during the event and the point of contact for public inquiries.

PRIMARY NAME:

OFFICE:

MOBILE:

EMAIL:

PUBLIC INQUIRY NAME:
(If different from primary)

PHONE:

ABOUT THE EVENT:

NAME OF EVENT:

TYPE OF EVENT:

Art Event/Exhibition

Athletic Event/Competition

Beach/Surf Event

Bike / Auto Event

Charitable/Fundraising Event

Community Event

Faith-based activity

Farmer/Produce Market

Festival/Fair

Health & Safety Event

Meeting

Parade/Procession

Sport League

Street Fair

Veteran Event

Walk

Other _____

LOCATION

An event site map is **REQUIRED** to be submitted with this application.

Beach Park Boardwalk Please list exact street location _____

Kennedy Plaza Rec Center Fields Magnolia Center Ice Arena Other _____

DATE & TIME OF EVENT

Please list your first choice and second choice of dates and if it is a recurring event.

DATE: (First choice)

(Second choice):

Is this a reoccurring event Yes No

SET UP TIME:

EVENT TIME:

BREAK DOWN TIME:

ANTICIPATED ATTENDANCE

Please indicate anticipated attendance including participants, spectators, event staff/volunteers and vendor/sponsor.

No. of PARTICIPANTS	No. of SPECTATORS	No. of VOLUNTEERS	No. of VENDORS
#	#	#	#

PROMOTION/ADVERTISING

Will this event be marketed, promoted, or advertised in any manner? **Please indicate below.**

Please provide a copy of the flyer or advertisement and/or link to Social Media page you will be using to promote your event.

EVENT WEBSITE:

SOCIAL MEDIA PAGES:

LOCAL OR REGIONAL RADIO/TELEVISION:

ENTRY INFORMATION

Are you charging admission/entry fee? Yes No If so, how much?

Private (By Invitation Only)

Open to the public

Entry by registration

Entry by admission fee or ticket

PUBLIC SAFETY

Please provide complete details on how you intend to provide a safe and secure event. You must ensure adequate personnel are present to provide general security, crowd control, assistance to attendees, etc. Attach an addendum to the application if necessary:

POLICE, PARKING, TRAFFIC & STREET CLOSURES

*Although the applicant may not request Police services, the Long Beach Police Department may determine that they are required for your event.

Will you be requesting City of Long Beach Police Presence? Yes No

Will your event require traffic control/street closures? Yes No List Street(s)

Will you provide your own security? Yes No

Name of Co.

Number:

Where will your participants park?

Where will staff & vendors park?

Will you require special parking for RV's, trailers, support vehicles, etc.?

Will you require a shuttle bus? Yes No

Pick up/Drop-off Locations:

FIRE DEPARTMENT

All events must disclose the use of hazardous/flammable/combustible materials or liquids. The site map must indicate the location of such materials. Additional permits may be required. The LBFD will determine if other services are needed such as EMT's.

Will there be gasoline, diesel, propane or any other flammable or combustible liquids stored / used on site? Yes No
If yes, please describe the type, how much and any appliances using the liquid:

Will there be hazardous materials other than gasoline, diesel or propane stored / used on site? Yes No

Will generators be used? Yes No Type:

Generators can only be used with special permission

Will outdoor heaters be used? Yes No If yes, the type: Propane Electric Other

How Many Heaters?

Location(s)

COMPANY NAME & PHONE

TENTS/STRUCTURES

Tents larger than 10 x 10 require special permission. ALL tents are required to have documentation indicating they are flame retardant. Tents over 200 square feet are required to obtain a permit and on-site inspection conducted by the Nassau County Fire Marshal's Office.

No. of TENTS:	SIZE of TENTS:	COMPANY NAME (if applicable)	PHONE OF COMPANY (if applicable)

RESTROOMS

Events serving food are required to have restrooms. If none are available, you must supply portable restrooms.

PORTABLE RESTROOMS?	No. of PORTABLE	LOCATION(S)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	#		
DELIVERY DATE	PICKUP DATE	COMPANY NAME (if applicable)	PHONE OF COMPANY (if applicable)
/ /	/ /		

FOOD

Prepared food may require a permit. Call the Nassau County Board of Health at (516) 227-9717.

Will you serve food? <input type="checkbox"/> Yes <input type="checkbox"/> No	Food will be: <input type="checkbox"/> Free <input type="checkbox"/> Sampled <input type="checkbox"/> Sold
Do you have a permit from the Board of Health? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please attach proof.</i>	

ALCOHOL

An additional permit application and fees are required by the City of Long Beach as well as a temporary license from the NYS Liquor Authority.

Will you serve alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be <input type="checkbox"/> Free <input type="checkbox"/> Sampled <input type="checkbox"/> Sold
Have you applied for a license with the New York State Liquor Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please attach permit.</i>	

AMPLIFIED SOUND/ NOISE

The City may impose reasonable restrictions on noise at events authorized by special event permits. Amplification must end by 11:00pm and not begin before 8:00am (This includes vehicular noises such as back up beeping.) Sec 16.6

Will there be amplified music/entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach description/list of entertainment.
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AMUSEMENT RIDES/ATTRACTIONS

Will there be any mechanical/carnival rides or inflatables rides? Use separate paper if needed.

MECHANICAL RIDES	INFLATABLES RIDES	LOCATION(S)	
<input type="checkbox"/> Yes <input type="checkbox"/> No # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No # _____		
DELIVERY DATE	PICKUP DATE	COMPANY NAME (if applicable)	PHONE OF COMPANY (if applicable)
/ /	/ /		
Will there be a fee or donation for individuals to ride/participate/use? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, how much?</i>			

WALKS

A permit application is necessary for the use of any public property or municipal resources and services for any Walk event with over 25 participants. **Walks are not permitted between Memorial Day Weekend & Labor Day. You must pay the use of City Property fee plus the application fee.**

All walks/runs will take place on the beach, Kennedy Plaza or Laurelton Boulevard and the boardwalk. The street end on Laurelton Boulevard is available for you to set up registration including, tables, tents, refreshments, music etc.

- Your walk/run participants must stay on one side of the boardwalk – DO NOT BLOCK THE BIKE LANE.
- No tables for registration or food are to be set up on the boardwalk or at the bottom of the boardwalk ramp.
- No tents or canopies shall be set up on the boardwalk.
- Paint or stenciling of any kind on the boardwalk is strictly prohibited.
- You are required to remove any garbage, signs, banners, tape, zip ties etc. along your route upon completion of event.
- All boardwalk or beach events are subject to the rules and regulations governing the beach park.

Will you be charging admittance Yes No If so, how much?

Will you be using the street end of Laurelton Blvd? Yes No If yes, indicate: for parking for registration

PARADES

Please indicate anticipated number of Marching Units, Floats, and vehicles. Please also indicate if you will have a reviewing stand.

No. of MARCHING UNITS:	No. of FLOATS:	No. of VEHICLES:	No. of VENDORS:	REVIEWING STAND <input type="checkbox"/> Yes <input type="checkbox"/> No
#	#	#	#	Location:

FIELD/FACILITY USE

Please complete the boxes below. Once received, a staff member from the Rec Center will be in touch. Other fees may apply.

START DATE:	END DATE:	IS THIS A RECURRING EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
START TIME: AM/PM	FINISH TIME: AM/PM	Is this a League? <input type="checkbox"/> Yes <input type="checkbox"/> No (Additional form & fees may apply)
<input type="checkbox"/> Field 1 (Softball) <input type="checkbox"/> Field 3 (Softball) <input type="checkbox"/> Field 1 (Soccer) <input type="checkbox"/> Field 2 (Soccer)	<input type="checkbox"/> Basketball Courts <input type="checkbox"/> Roller Hockey Rink <input type="checkbox"/> Magnolia Center Stage Rm	<input type="checkbox"/> Magnolia Center 2nd floor <input type="checkbox"/> Magnolia Center Middle <input type="checkbox"/> Other, Specify _____
Please check items needed: <input type="checkbox"/> Soccer Goal (Large) <input type="checkbox"/> Soccer Goal (Small) <input type="checkbox"/> Bases <input type="checkbox"/> Lacrosse Nets <input type="checkbox"/> Podium <input type="checkbox"/> Other _____		

BEACH GATHERING

Any planned gatherings/picnics/beach party or organized event that involves the use of Ocean Beach Park in a way that is inconsistent with normal or usual laws, rules, regulations, or controls, with a specific start and stop date. The City of Long Beach reserves the right to limit the size and scope of activities permitted. A deposit of \$100 is required, refundable upon written certification that the Ocean Beach Park has been left clean, orderly and in sanitary conditions. Please refer to rules and regulations of the Ocean Beach Park. Section 14-311's.

Purpose of Event:	\$100.00 Deposit Enclosed <input type="checkbox"/> Yes <input type="checkbox"/> No Check or cash only made payable to the City of Long Beach
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SCHEDULE OF FEES FOR CITY SERVICES		REQUEST	TOTAL
Use of City Property per day: \$850 Peak Season, *\$350 Off Season per day (including beach, boardwalk, streets, Kennedy Plaza) Peak Season is May 1 to Oct 31. <i>(This does not include use of private property; league or filed permits or other services)</i>			
Use of Bandwagon - \$400 for first 4 hours, \$60 each additional hour			
Use of Electricity - Limited to non-extraordinary use (where available) - \$50+			
Use of Electricity - Extraordinary use requiring assistance of city electrician - \$200+			
Use of Sound System for announcements only – \$100			
Use of Sound System for live music - \$250 for first four hours, \$50 each additional hour			
Vehicle Parking - \$30 ea. car/van, \$75 ea. standard truck/motor home/commercial vehicle			
Use of Recreation Staff (equipment delivery, set ups, etc.) 4 hr. min – to be determined.			
Sanitation Services – as determined by the City - \$100 per hour			
Law Enforcement Services - Traffic direction, barricades, and street closings to be determined.			
Use of City Building (building/heating/AC costs) - \$75 per hour			
Use of City Employee(s) (restrooms, cleanup, etc.) - \$20 per hour, per employee			
Beach admission (seasonal) – group rate \$12 per wrist band each person over age 13			
Use of public transit - TBD			
Tent larger than 10 x 10; smaller than 20 by 40 with special permission - TBD			
	Additional Fee Total		
	Permit Application Fee		100.00
<i>*Not-for profit rate</i>	Total		

(Please make checks payable to City of Long Beach; Visa & MasterCard accepted in Person)

LIABILITY INSURANCE

Proof of insurance is required for all events taking place on public property. An accord naming the City of Long Beach as an additional insured is required. All certificates of insurance must accompany this form.
General Liability should be in the amount of, not less than \$1 Million per person, \$1 Million per occurrence with an excess liability umbrella policy with single limit of \$5 Million. Certificate should read: "Long Beach as Additional Insured."

Insurance Provider: _____	Policy Number: _____
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Hold Harmless Agreement: *The applicant agrees to indemnify and hold harmless the City of Long Beach and to be solely and liable upon any and all claims, suits and judgments arising from the event, including but not limited to personal injuries and property damage. The applicant further agrees to comply with all Federal, State and local laws including the City of Long Beach Code of Ordinances. This permit may be revoked at any time without any liability to the City of Long Beach. The applicant agrees to present permit upon request during said event. The applicant shall be responsible for the conduct of all persons participating in said event, including spectators. All vehicles must be parked in designated parking locations. The use of alcohol is strictly prohibited. Swimming at Ocean Beach Park is permitted only when Lifeguards are on duty, during Ocean Beach Park season.*

Applicant Name (print) _____

Notary

STATE OF _____
COUNTY OF _____
On this _____ day of _____, 20_____

Signature: _____

Date: _____

before me personally appeared (name of person acknowledging) to me known to be the person who executed the foregoing instrument, and he (she) thereupon duly acknowledged to me that he (she) executed the same to be his (her) free act and deed.

FOR OFFICE USE ONLY	
Date received: _____ Paid App Fee: _____ Paid Special Fees: _____ Insurance: _____ Admin: _____	Rev. Jan 2024