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City Manager
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Permit No. _____
This document is not a permit.

APPLICATION FOR PERMIT FOR USE OF CITY PROPERTY FOR SPECIAL EVENT

*Please complete this form in its entirety. 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 30 days in advance of event. **Incomplete applications will not be accepted.***

- 1. Name of Organization: _____ Contact Person: _____
- 2. Address: _____ City, State, Zip: _____
- 3. Tel. No: _____ Mobile #: _____ Fax #: _____
- 4. Email address: _____ Web address: _____
- 5. Type of event: *(Describe accurately - Walk, Sporting Event, Concert, Etc.)*

- 6. Date(s): _____ Time (s): _____ 7. Number of Participants _____

- 8. Location(s): Beach Park Boardwalk *Please list exact street location* _____
Requested Kennedy Plaza Rec Fields Ice Arena Other _____

9. **Special Requirements:** *(See page 2 of this document.) Special Requirements are subject to additional fees. Please refer to the fee schedule on page 2 of this form for approximate costs. Final costs will be determined at time of application review. Enter and total the applicable fees where indicated and transfer this amount below.*

10. **Set up:** *Provide an accurate description/diagram of your event in the space provided on the back of this form.*

11. **Advertisement:** *You must provide a copy of the flyer or advertisement you will be using to promote your event.*

12. **Liability Insurance:** *Company, policy # and contact information must be entered below:
(Certificate 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 _____

13. **Fees:** *There is a \$75 charge in addition to fees for special requirements. Please see the reverse side of this application for a schedule of fees for services provided.*

Permit Application Fee:	\$ 75.00
Special Requirement Fees: <i>(transfer total from back)</i>	\$ _____
Total: <i>(Please make checks payable to City of Long Beach)</i>	\$ _____

14. **Hold Harmless Agreement:** *The applicant agrees to indemnify and hold harmless the City of Long Beach and to be solely and absolutely 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 this 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 only in designated parking locations. The use of alcohol is strictly prohibited. Swimming at Ocean Beach Park is permitted only when Lifeguards are on duty, 9am-6pm during Official Ocean Beach Park season.*

NOTARY
STATE OF _____
COUNTY OF _____
On this ____ day of _____, 20__

APPLICANT
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.

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. Permits will be issued following approval of application and receipt of payment of all fees.

Schedule of ADDITONAL Fees

All permit applications must be accompanied by a non-refundable \$75.00 permit fee. \$75.00
Additional costs for City services are based on number of staff members required, etc.
Are approximate and will be determined at time of application review.

- Use of City Property per day: (including the beach, boardwalk, street, Kennedy Plaza with special permission from City Manager- \$800 Peak Season, \$350 Off Season per day (This does not include league permits or other services including use of bandwagon) _____
- Use of Bandwagon - \$400 for first 4 hours, \$60 each additional hour _____
- Use of Electricity - Limited to non-extraordinary use (where available) - \$50.00 _____
- Use of Electricity - Extraordinary use requiring assistance of city electrician or generator - \$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 _____
- Use of Bleachers - \$250 per set _____
- Commercial Vehicle Parking, ie. trailers, vans - \$25 ea. car/van, \$75 ea. standard truck/motor home _____
- Use of Tables - \$25 fee (when available) How many _____?
- 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, street closings to be determined and may be billed separately by LBPD. _____
- Use of City Building (building/heating/AC costs) \$75 per hour _____
- Use of City Employee(s) (restrooms, cleanup, etc.) to be determined _____
- Beach admission (seasonal) - \$8 wrist band each person over age 13 _____

Total Fees - Transfer this amount to front of form (Costs are approximate until approved) _____

The City of Long Beach reserves the right to modify fees on a case by case basis.
The above services are not always available and may require approval from various departments.

- All boardwalk or beach events are subject to the rules and regulations governing the beach park.
- Vehicles are not permitted on the boardwalk or on the beach.
- Alcoholic beverages are not permitted on the boardwalk or on the beach.
- Cooking or creating an open flame on or near the boardwalk or beach is strictly prohibited.
- Sale of food is strictly prohibited without approval from the Board of Health.
- Noise ordinances are applicable to all events.

Please note: There is a non-refundable charge of \$75 application fee for each event application.
Incomplete applications (not signed or notarized) will be returned.
Applications will not be processed without the \$75 fee and proof of proper insurance.

FOR OFFICE USE ONLY			
Date received: _____	Paid App Fee: _____	Paid Special Fees: _____	Insurance: _____ Admin: _____
Rev. January 2016			

Diagram of Event Set Up - Please provide specific details below. Use separate sheet if necessary.