

Permit No. _____

This document is not a permit.

APPLICATION PACKET FOR PERMIT FOR USE OF CITY PROPERTY FOR SPECIAL EVENT 2020

Thank you for your interest in holding a special event in the City of Long Beach, New York. This permit application is necessary for the use of any public property or municipal resources and services for any event with over 25 participants. In order to determine all of the necessary permits needed 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 30 days in advance of event.

Submission of this application is a request and does not constitute approval. This application must be remitted to the Department of Parks and Recreation Office of Special Events no later than 30 days prior to the event. Late or incomplete applications may be denied or assessed a late fee.

Please mail applications to:

Department of Parks and Recreation Office of Special Events
700 Magnolia Boulevard, Long Beach NY 11561,
or send by email to lbevents@longbeachny.gov or fax to (516) 431-2381.
For assistance or questions, call (516) 705-7414.

Approval Process: Upon receipt, with all of the necessary information/documentation, the application will be processed and if it is complete, it will be reviewed by various city departments to determine feasibility. An event permit or denial will be issued usually within four weeks of applying for the event within that calendar year.

Fees: All applicants must pay the **non-refundable \$100 application fee**. This fee will cover the application process. It does not cover use of city property fee and reimbursement for city services. Additional fees will be determined based on the type/scope of event, number of people, city services rendered and size of the event. A **\$50 late fee** will be assessed if submitted less than 30 days prior to the event.

Location: This application is for city property only, including, the Ocean Beach Park, Boardwalk, Kennedy Plaza, City Streets, and buildings.

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 and must include the following minimum limits of insurance coverage for special events on City property: \$1 Million per person, \$1 Million per occurrence with an excess liability umbrella policy with single limit of \$5 Million. The Certificate of Insurance must include the name of the event, and the date, time, and location of the event.
- All applicants regardless of 501c3 status must pay the non-refundable \$100 permit fee.
- Schematic or specific details of proposed footprint (attach separately).
- Proof of necessary food and beverage permits if required.

Rules & Regulations:

- Please designate only **one** contact person to 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. 18-32.
- 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. 18-39a.
- 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, 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 are required to 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. 16-5:
- Sale of food is strictly prohibited without approval from City and the 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.
- 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.

*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 of 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 next page.

Date: _____

APPLICATION FOR PERMIT FOR USE OF CITY PROPERTY FOR SPECIAL EVENT

INCOMPLETE FORMS WILL NOT BE ACCEPTED

Name of Organization:		Primary Contact:	
Address:		City, State, Zip:	
Tel. #:	Mobile #:	Facebook:	
Email address:		Web address:	
Name of event:			
Type of the event: <i>(Describe accurately - Walk, Athletic Event, Concert, Etc.)</i>			
Date(s):	Set Up Time:	Event Time:	Break Down Time:
Number of Participants:	Approx. Number of Spectators:	Number of Volunteers:	
Status (x one) <input type="checkbox"/> Not for Profit 501C3 <input type="checkbox"/> School <input type="checkbox"/> Private for Profit <input type="checkbox"/> Government <input type="checkbox"/> Other			
Location(s): Requested <input type="checkbox"/> Beach Park <input type="checkbox"/> Boardwalk <i>Please list exact street location</i> _____ <input type="checkbox"/> Kennedy Plaza <input type="checkbox"/> Rec Center <input type="checkbox"/> Ice Arena <input type="checkbox"/> Other _____			
Will you serve food? Yes No (circle one)		Do you have a permit from the Board of Health? Yes No (circle one) <i>Prepared food may require a permit. Call the Nassau County Board of Health at (516) 227-9717</i>	
Are you charging admission/entry fee? Yes No (circle one) If so, how much?			
Set up: Attach an accurate description/diagram (footprint) of the proposed event.			
Restrooms: Do you plan to provide portable restroom facilities at your event? Yes No (circle one)			
If yes: Total number of portable toilets:		Restroom Company:	
Security: Please provide complete details on how you intend to provide security.			
Clean Up: Please provide complete details on how you intend to clean up and dispose of trash.			
Advertisement: Will this event be marketed, promoted, or advertised in any manner? Yes No (circle one) Please provide a copy of the flyer or advertisement and/or link to Facebook page you will be using to promote your event.			
City Services/Special Requirements Needed: Please describe all city services and resources that you think you will require. Special Requirements are subject to additional fees. Please refer to the fee schedule on page 4 for approximate costs. Additional costs for reimbursement of city services are based on staff members required and are approximate and will be determined at time of application review. Please Note: These charges are for reimbursement of city services provided.			

Schedule of Additional Fees

✓	CITY SERVICES	REQUEST	TOTAL
	Use of City Property per day: (including beach, boardwalk, streets, Kennedy Plaza) \$850 Peak Season, *\$350 Off Season per day Peak Season is May 1 to Oct 31. <i>(This does not include use of private property, league permits or other services including use of bandwagon).</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 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		
	Vehicle Parking, \$25 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 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.) \$20 per hour		
	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
	Total:		
	<i>*not-for profit rate</i>		

(Please make checks payable to City of Long Beach)

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** _____

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 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.*

Notary

STATE OF _____
COUNTY OF _____

APPLICANT

Signature: _____ **Date:** _____

On this _____ day of _____, 20____

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. March 2020