



Town of Brookhaven Long Island

Edward P. Romaine, Supervisor

Dear Permit Applicant,

On behalf of the Department of Parks, Recreation & Sports, and Cultural Resources, we would like to extend our assistance to you in order for your event to be a success. A general permit application must be filled out for all park, gazebo, pavilion, bleacher, and special event reservations. If you are interested in using a ball field for your event, a separate Field Permit must be filled out.

The general permit must be filled out completely, taking care to fill out all requested information in detail.

- The permit applicant must be sure to sign on the line next to applicant signature, as well as the section entitled Release and Hold Harmless. Please note that if you are an agency/organization, the person signing must have the authority to do so.
- The application fee associated with the general permit is \$40.00 for residents, \$100.00 for non-residents and is non-refundable. Additional fees can be found on page 2 of the general permit application.
- Credit card, money orders and checks are the only acceptable forms of payment. **No cash payments will be accepted.** Please note that payment in full must accompany the submitted permit application in order for it to be processed.
- **All permits must be submitted at least 3 weeks prior to the date of event.**
- Permit applications may be mailed or brought into the: Town of Brookhaven Parks and Recreation Department, 286 Hawkins Road, Centereach, NY 11720.

If you should have any questions, or if we can be of any further assistance, please call (631) 451-2474. Thank you for choosing the Town of Brookhaven and we look forward to working with you.

Sincerely,

Edward P. Morris
Commissioner

Department of Parks, Recreation & and Sports, and Cultural Resources
Edward P. Morris, Commissioner
286 Hawkins Road • Centereach • NY 11720 • Phone (631) 451-6100
Administration Fax (631) 451-6980 • Recreation Fax (631) 451-6125
www.brookhavenny.gov

Town of Brookhaven
Department of Parks and Recreation General Permit Application

(Please type or print clearly)

\$40.00 Permit application fee for residents

\$100.00 Permit application fee for non-residents

Cash is not an acceptable form of payment for permit fees. Money orders, checks and credit cards only.

Please choose one per application:

*Gazebo and Pavilion rented as is.

All permits must be submitted 3 weeks prior to the date of event.

Bleachers Field Trip Gazebo* Pavilion* Special Event

Name of Event: _____

Description of Event: _____

Requested Location: _____

Date of Event: _____ Buses: Yes / No # of Buses _____

Number of Guests Expected: _____ **BATHROOMS ARE ONLY AVAILABLE IN SEASON**

Start Time: _____ End Time: _____

(Note-Times must be kept between dawn and dusk and the allotted hours must include set-up and clean-up.)

Organization or Applicant's Name: _____

Physical Address:*(No P.O. Boxes) _____

*RESIDENCY IS ESTABLISHED BY PHYSICAL ADDRESS OF ORGANIZATION/PERSON USING FACILITY.

City: _____ State: _____ Zip: _____ Phone: _____

Mailing Address(if different from above) _____

Fax #: _____ E-Mail: _____ Contact's Cell # _____

Applicant's Signature: _____ Date: _____

ANY PROBLEMS OR EMERGENCIES, CALL CODE ENFORCEMENT 451-6161

Official Use Only

Received of: _____	Amount:\$ _____	
Payment: cc Auth# _____	Check #: _____	Permit# _____
Approved: _____	Staff Signature _____	

Release and Hold Harmless

The undersigned in being granted a permit for the use of Town property and/or Town facilities hereby agrees to assume all liability and all risk of loss and shall be responsible for the supervision and welfare of all persons arriving on and/or using Town property and/or facilities in connection with the permit issued. The undersigned further hereby releases the Town of Brookhaven and its officers, employees, servants, agents and enumerated volunteers from any and all liability for any personal injuries sustained, or property damages incurred and to reimburse the Town for any damage arising out of directly or indirectly in connection with the undersigned's use of the Town property and/or facilities. The undersigned hereby further agrees that it (he/she) will indemnify and hold harmless the Town of Brookhaven, its officers, employees, servants, agents and enumerated volunteers harmless from any liability or claims that may result from the use of the Town property and/or facilities arising out of said permit.

Applicant's Signature	Date
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**FEES – Must accompany ALL applications. Please make all checks/money orders payable to:
Town of Brookhaven.**

- Resident Permit Application Fee (Non-Refundable) _____ \$40.00
- Non-Resident Permit Application Fee (Non-Refundable) _____ \$100.00
- Gazebo/Pavilion use for the first 4 hours _____ \$150.00
- Additional hour or any portion thereof _____ \$50.00
- Portable Bleacher (seats approx. 80-100 ppl) _____ \$300.00
- Special Event _____ \$350.00 - \$4,000.00
 - Residents – Monday-Saturday _____ \$350.00 min.
 - Residents – Sundays _____ \$500.00 min.
 - Non-Residents –Monday-Sunday _____ \$650.00 min.
- Use of Park Facilities for Still Photos (professional) _____ \$500.00/day
- Use of Park Facilities for Commercial Filming _____ \$1,000.00/day
- Use of Park Facilities for Non-Commercial Filming _____ \$500.00/day
- Returned Check Fee _____ \$75.00

******Please note that fees are subject to change******

The following explains special requirements and specific information for Artist Lake, Holtsville Park, Fireman's Park and General Information:

Artist Lake:

>Town Code stipulates no noise over 85 decibels.

Holtsville Park:

> The Animal Preserve, Greenhouses, Information Center, and Meeting Rooms are NOT included in this request and permission for special events involving these amenities must be made through the Ecology Site office at 758-9664, Monday through Friday, 9:00am – 3:00pm.

>A permit for use of the park/gazebo does not include fee for use of the Holtsville/Centereach Pool.

>The pavilion and gazebo are to be used on a reserved basis only and require the payment of additional fees. (See page 2 of the general permit application for fees). The hours of use must include set-up and clean-up. Please note that the Town of Brookhaven's Special Recreation Program has exclusive use of the Pavilion from 8:30am to 12:30pm, Monday through Friday, starting the last week in June and running through the first week in August.

Fireman's Park:

>Vendors and/or mobile concessions that possess a permit to sell at this location are the only peddlers allowed on the premises.

>The following park rules will be strictly enforced:

- ~ No pets
- ~ No cutting of trees and/or brush
- ~ No ATV's/off-road vehicles on Park property
- ~ No speed in excess of 10 mph and no parking in other than designated spaces
- ~ Use of trough and hydrants is prohibited—please use designated water hook-ups only

General Park Information (applies to ALL facilities):

>All parks close at dusk.

>No alcoholic beverages permitted in any Town facility.

>No food or beverages may be offered for sale in a Town of Brookhaven park except by licensed vendors with approval of the Commissioner of Parks.

>Mobile rides need prior approval from the Commissioner. Vendors must supply license and insurance.

>All facilities must be cleaned after use.

>Please report any repair.

>Any problems/emergencies, please call Code Enforcement, 631-451-6161.

>Parking fees apply at all Town of Brookhaven Marinas, Cedar Beach, Corey Beach, Shoreham Beach, West Meadow Beach, the Holtsville Ecology Center, and the Holtsville Pool.

>Camping is not permitted at Town Parks.

>No open fires/barbecues.