



COUNTY OF NASSAU
DEPARTMENT OF PARKS, RECREATION & MUSEUMS
EISENHOWER PARK - EAST MEADOW, NEW YORK 11554
www.nassaucountyny.gov/parks

2020 Event Check List

When requesting a Special Permit from Nassau County Department of Parks, Recreation and Museums, the following information is important to ***include on your letter of request*** so that we may be better prepared for your group's arrival at one of our many facilities. Be sure to review all insurance requirements, as well as, Rules and Regulations.

On Organizations letterhead:

1. Organization Name:
2. Event Name:
3. Organization Address:
4. Organization phone and fax:
5. Organization Contact Person:
6. Organization Contact Person cell phone:
7. Organization Contact Person email address:

8. Park Requested:
9. Location: *will be assigned based on the reply to all questions*

10. Date ('s) of the event: (you may not set up the day before)
11. Arrival time, on site, set up:
12. Start time of event:
13. End Time:
14. Clean Up Time:

15. Event Description: (*detail, walk/run/race course, site maps, etc.*):
Timed races must submit race course with application, timing company information (name, address, phone, email, certificate of insurance naming Nassau County as additionally insured), timed, measured and/or certified races must start by 8:30 a.m. – NO EXCEPTIONS!

16. What you will be bringing in/setting up: tents, entertainment, rides, etc. (all required to go through official Nassau County Caterer outside of a pop-up tent):
17. Anticipated attendance:
18. Signage (*only with the approval of the Parks Department and an additional fee to the Permittee per sign*)
19. Advertisements (what you are sending out to your participants: *brochures, applications, etc.*):

20. Insurance Certificate, naming Nassau County additionally insured (Permittee will be told what type of coverage and how much the coverage needs to be after they have been granted a permit by the Department).
21. Electricity: ***Nassau County Department of Parks, Recreation and Museums does not provide electricity to your event site unless you have contracted a show wagon/mobile stage, or the exclusive concessionaire is providing entertainment.***

PARKS DEPARTMENT CANNOT MOVE PICNIC TABLES OR PARTICIPATE IN THE SET UP OF YOUR EVENT.

INSURANCE REQUIREMENTS AS OUTLINED BELOW

Permittee shall furnish with the application herein a certificate of commercial general liability insurance, issued to and covering the liability of the County and Permittee, with respect to the ownership and use of the property covered by this Permit. Such liability policy shall name the "County of Nassau", as additional insured under the Commercial General Liability and Excess/Umbrella Liability policies. A waiver of subrogation is granted in favor of the County of Nassau. The limits of liability in such policy shall be not less than two million dollars (\$2,000,000.00) per occurrence with four million dollars (\$4,000,000.00) aggregate coverage for all damages arising out of personal injury and bodily injury, including death at any time resulting there from, and destruction to property. Such insurance is to be kept continuously in force during the currency of this Permit and any renewals thereof and shall be written by a carrier licensed to do business in New York State and satisfactory to the County. The premium for such insurance is to be paid by the Permittee. The insurance policy must be in form, substance and in all respects acceptable to the County. Coverage Subject to Change according to Event.

IMPORTANT: A CERTIFICATE OF INSURANCE IS TO BE ISSUED TO THE COUNTY OF NASSAU ON AN ACCEPTABLE FORM WHICH SHOWS THAT THE COVERAGE HAS BEEN OBTAINED AND THAT THE COUNTY WILL BE GIVEN TEN (10) DAYS' NOTICE OF CANCELLATION.

The following must be on Certificate of Insurance to be valid and acceptable for Nassau County Department of Parks, Recreation and Museums:

Description of Operations:

The Certificate holder, Nassau County is included as Additional Insured for the (Event and Event Name and Sponsor)

Date(s): _____, 2020, 12:00 a.m. through _____, 2020, 11:50 p.m.

Location(s): (Park Name and Address, including city, state and zip code)

Certificate Holder

Nassau County

1550 Franklin Ave

Mineola, New York 11501

NOTE: County as a certificate holder **ONLY** is **NOT ACCEPTABLE**.

Food and Beverage Service: The Permittee acknowledges that the County has an existing concession agreement covering the sale and service of any and all food and beverages at various County Parks including the Premises. Permittee agrees that it will not sell or permit the sale of food or beverages or interfere with the existing agreement unless a sub-contracting agreement has been entered into with the Concessionaire, and such agreement has been approved by the Commissioner. Permittee is prohibited from distributing food and beverages on Parks Property. In addition, all rentals of tents or "bouncies" and entertainment (including D.J.'s, bands, carnival rides and attractions) will be arranged through the exclusive Nassau County concessionaire. Any and all vendors (excluding food and beverage) must be approved in advance by the Commissioner and acquire a vending permit from this office at a fee of \$100.00 per 10 X 10 vending space. If Nassau County Caterers waives their right for serving Permittee's event, any and all food and beverage vendors must have all appropriate licenses and permits from Nassau County Health Department and comply with insurance provisions naming Nassau County as additional insured. No propane is permitted in Nassau County Parks, as per, Nassau County Fire Marshall.

Permittee Initial: _____

If Permittee uses and/or employs an outside contractor, Permittee must provide Nassau County with certificate of insurance from outside vendor with the same stipulations as above. This includes, but is not limited to: portable toilet, dumpster, timing, marketing, heavy equipment, bus company.

Walks/runs/bike a thons: Permittee is responsible for acquiring any additional permits (parade permits) from the County, Town, City, or Village for road closures. Permittee must supply all route security, course officials, and signage to maintain safe movement of participants on course.

Permittee must provide a copy of the event application at the Event. Permittee hosting any walks and races must include Nassau County in their liability waiver, where participant excludes Nassau County from liability during the event. County must approve the waiver form.

Any timed race, whether it is a 1 Mile, 5K, 10K, triathlon, mini marathon, etc. must be disclosed and approved by Nassau County Events Department, Park Director and Public Safety and will be subjected to an additional Fee from Nassau County Department of Parks, Recreation and Museums, Nassau County Police Department, and Nassau County Public Security and require additional insurance coverage. Main roads through any Park may not be closed without express written permission from Nassau County Department of Parks, Recreation and Museums Commissioner and parade permits from proper governing municipalities. No parking lots can be closed or blocked by foot traffic of race or walk. Permittee must post signage alerting the public of any road closures for their event 2 weeks prior to event. Permittee must submit map and racecourse with application along with site plan.

**Permittee MAY NOT paint arrows on the paths of Parks, Museums or Preserves.
Permittee must use temporary signage or staff to direct participants on the
course.**

Permittee will be responsible for financial reimbursement for all overtime costs incurred by Nassau County Department of Parks, Recreation and Museums, Police Department and Public Safety Department due to their event for any and all road and traffic closures and delays.

Event Timing Company must provide and comply with insurance provisions naming Nassau County as additional insured, as stated above. Event Timing Company or Race Director must provide their own route markings, cones, stations, and barricades. Nassau County will not provide.

Road Closures: Nassau County Department of Recreation, Parks and Museums does not permit the closure of any roads. Any permits must be obtained by the proper governing authority.

Medical: Permittee shall provide all necessary first aid and emergency services as required by the New York State Department of Health.

All races will be required to have medical staff on site 30 minutes prior to start, during race and 30 minutes after the last runner crosses the finish line. Medical staff will be

either an EMT or Physical Trainer, licensed and insured with working AED. Permittee will be required to provide medical staffs licensing, insurance and proof of hiring. No foot race will be allowed to host event without medical staff.

Any Ambulance requested by the Permittee or required by the Department or the Nassau County Police Department Emergency Ambulance Bureau (the "Police") MUST be ordered through the Police 516-573-3161. No outside or independent Ambulance Service Provider shall be in County Parks without express permission from the Police. In the event the Permittee fails to comply with this section, the Permittee shall be liable for any costs and/or fines incurred by the County and/or the Department for any potential violation of the collective bargaining agreement.

Vendors: Any and all vendors must apply for a **\$100.00 vendor's permit** through the Nassau County Department of Parks, Recreation and Museums Events Office along with an itemized list of items for sale. All vendors must observe Federal, State, County Laws and ordinances on items sold. It will be the Permittee's responsibility to monitor vendors for any illegal, moral or lascivious items for purchase.

Permittee does not have authorization to allow anyone to sell food and/or beverage items, goods, or services on Nassau County property.

Cleaning/Repairs: Premises must be returned to the condition it was in prior to the Event and Permittee must provide poly bags for receptacles, and other cleaning supplies required to maintain a clean and healthy environment for the duration of this Permit. Nassau County Department of Parks, Recreation and Museums asked that you bag all garbage and break down all boxes. Permittee may be required to supply a dumpster, hire cleaning company and rent portable toilets, depending on size of event. The Permittee understands that the Permittee shall be responsible for, and shall perform, any repairs, improvement, cleaning, or maintenance work of any kind necessitated due to Permittee's use and occupancy of the Premises.

Permittee will be responsible financially for all overtime costs incurred by Nassau County Department Parks, Recreation and Museums due to their failure to clean up after an event. Please bag all garbage and recyclables.

Revocation: The County reserves the right, in the County's sole discretion, for any or no reason, to revoke this Permit on demand, notice mailed to the Permittee at the address given in the application herein. In the case of revocation of this Permit by the County, prior to the use, the County shall refund to the Permittee any fee paid hereunder by the Permittee.

Mobile Unit: Mobile stage, is a separate Permit with a fee required and obtained through Electronic Mobile Operations 516-572-0314, or email pwygand@nassaucountyny.gov No other show wagon or mobile stage may be brought into a Nassau County facility without the Department's written consent.

Mobile Stages from any other Municipality or private company are not allowed in/on Nassau County Properties.

Parking Booths: In season, Nassau County Parks, Recreation and Museums charges a parking fee to all Non-Nassau County residents, regardless of event. **Fee will not be waived for event.**

Picnic areas/Tents are separate, picnic permits available at host Park for an additional fee, no propane permitted in Nassau County Parks as per Nassau County Fire Marshall. Propane and glass containers prohibited in Nassau County Parks. *All Tents must go through Nassau County approved Caterers and placement of said tents must be approved by Parks Maintenance and or Park Manager. Tents may not be raised in areas with irrigation or underground gas or power lines.* Number of tents to be erected are limited to size and number on each site and must have approval by Park Director. All tents may only be put up during times specified on permit.

Every picnic area has picnic tables that events are welcome and encouraged to use. If event requires more tables event should consider renting more tables from Nassau County concessionaire.

Athletic Fields: Separate athletic field permits available for an additional fee. Contact: Paul Grzymalski for Fields at Mitchel Athletic Complex pgrzymalski@nassaucountyny.gov, Mark LaMarr for fields at

Cantiague Park mlamarr@nassaucountyny.gov and Dave Graziosi for any other fields at any of other our other Parks dgraziosi@nassaucountyny.gov. *No tents may be raised on ball fields.*

Open Space Permit: Is for designated areas only not a Park rental. You must contact Park Manager to get your assigned "Open Space" area. *All Tents must go through Nassau County approved Caterers and placement of said tents must be approved by Parks Maintenance and or Park Supervisor. Tents may not be raised in areas with irrigation or underground gas or power lines*

Preserves: Any Nassau County Nature Preserve, including but not limited to: Baily Arboretum, Garvie's Point, Leeds Pond, Muttontown, Sands Point, Stillwell Woods, Tiffany Creek, William Cullen Bryant, Peter J. Schmitt, Massapequa Preserve, Meroke, Mill Pond, Tackapausha, and Tanglewood. These are federally protected lands. There may be no construction of any kind on or in Preserve. You may not alter the terrain. Plants and wildlife are federally protected, and no damage or harm may be done to said plants and wildlife. You must stay on trails. You may not enter the wooded or brush area. Permittee is subject to federal fine if any damage is done to the wildlife in the Preserve.

Signage: Any signage for event within the Park is subject to the approval from the Commissioners office and subject to an additional fee based on size and location of sign.

Electricity: Nassau County Department of Parks, Recreation and Museums **DOES NOT** provide electricity to your event site unless you have contracted a show wagon/mobile stage, or the exclusive concessionaire is providing entertainment.

Lights: Nassau County only provides lighting at an additional fee. Portable light towers are the property of the Department of Public Works ("DPW"), and only available to Parks if they are not committed to construction, road projects or are otherwise committed by DPW. It is equipment used for emergency purposes and may not be available day of event. Event should rent from Dover if needed.

Advertisement: Nassau County does not approve of advertisements of Permittee's event until permit process is complete, including the signature of the Commissioner of the Nassau County Department of Parks, Recreation and Museums and approval of Permittee's insurance coverage.

Gambling: No person shall play any game of chance or bring into any park or use, play, sell or have in his possession any implement or device used for gambling.

Donations: It is the permittee's responsibility to clear and/or approved any donated services, items, and entertainment through Nassau County's exclusive concessionaire to be sure it does not violate the concessionaire's contract with the County.

Park Rules and Regulations

1.) Permittee is required to meet, in person, with Park Director 2 weeks prior to event to review requirements of event and availability of equipment at facility.

2.) It is Permittee's responsibility to bring, rent, set up and break down all equipment necessary for event, and cleans up area and bag garbage. Some events, depending on size, might be asked to secure a dumpster, hire cleaning company, or rent portable toilets.

3.) Permittee may not charge an entrance fee or toll. Admission fees, charges, or donations may only be collected when it is approved in writing by the Chief Deputy Commissioner of Nassau County Department of Parks, Recreation and Museums.

4.) Permittee and all vendors must apply for a \$100.00 vendor's permit through the Nassau County Department of Parks, Recreation and Museums Events Office along with an itemized list of items for sale. All vendors must observe Federal, State, County Laws and ordinances on items sold. It will be the Permittee's responsibility to monitor vendors for any illegal, moral or lascivious items for purchase.

5.) Permittee may not enter Park prior to time specified on permit. If Permittee needs extra time to set up event, they must include extra time with the Permit Office to do so.

6.) **No animals** are permitted on Nassau County property, except for working dogs, working animals, dogs participating in Dog Show Event or Park Dog Runs. A permit is required from this Department is required to bring any other animals onto Park property.

7.) No alcoholic beverages or glass containers are allowed. An alcohol permit may be obtained through the Parks Department, provided, proper liquor law legal liability insurance is provided by Permittee.

8.) In the case of thunder and lightning, all participants and event organizers are required to vacate event area, return to their cars or buses until storm has passed. No one may re-enter Park event area until Park staff deems lightning and thunder have safely passed (45 minutes after last bolt of lightning or sound of thunder).

9.) Permit is not valid without signature from Nassau County Parks, Recreation and Museums Commissioner.

10.) If event requires assistance from Nassau County Department of Public Works, Facilities Management, Police, Public Security or Parks, Recreation and Museums personnel, Permittee will be required to incur all overtime costs for personnel and equipment.

11.) Nassau County Department of Parks, Recreation and Museums reserve the right to cancel this event at any time Permittee does not comply with all Rules and Regulations.

12.) No person shall remove, destroy, deface or disturb any plant or throw missiles at, injure, kill, hunt or trap any animal within park.

13.) No person shall kindle, build or maintain a fire except in a suitable fireplace or barbeque grill provided for such purpose. When permitted, a fire shall be continuously under the care of and discretion of a competent person. No person shall discard any lighted match, cigar, or cigarette within any park.

14.) No person shall fish except in areas designated for that purpose.

15.) No person shall wade or swim in any park waters except at such times and such places as are designated for such purposes. No person shall dress or undress in any park except in such bathhouses as may be maintained for that purpose.

16.) Fireworks are prohibited, unless proper permission is secured by Parks Commissioner, then and only then, may event secure proper Fire Marshal permits. All paperwork must be filed with Parks Offices 2 weeks prior to the event.

17.) Park personnel are not responsible for moving picnic tables or garbage cans, permittee may arrange area to their needs, you may not take tables from other picnic areas.

18.) Nassau County Parks does not permit balloon launches as they are dangerous to wildlife and do not decompose naturally for the environment.

**Nassau County Department of Parks, Recreation and Museums
reserves the right to cancel event at any time**

Permit is non-transferable

**Nassau County Department of Parks, Recreation and Museums
charges a parking fee to Non-Residents**

Please return to:

Trish Hood
Events Department

Nassau County Department of Parks, Recreation and Museums

Administration Building, Eisenhower Park

E. Meadow, New York 11554

phood@nassaucountyny.gov

516-572-0252

Fax 516-572-0236