

Suffolk County Department of Parks, Recreation & Conservation
Terms and Conditions for Fundraiser Application



Organization _____ Applicant _____

Name of Event _____ Date of Event _____

1. **APPLICATIONS** – Applications for fundraisers require legislative approval. In order to complete the legislative process, applications must be submitted to the Suffolk County Department of Parks at least 90 days prior to the date you wish to hold your event.
2. **RESIDENCY REQUIREMENTS** – Organizations that have a business location in Suffolk County or a local chapter in Suffolk County may apply for a permit for a fundraising event. If an organization from outside Suffolk County wishes to utilize County parkland for a fundraising event, then such organization may apply, but the approval to must be granted by Legislative resolution.
3. **PAYMENT** - Full amount is due upon application. Payment methods: Cash (in person only), MasterCard, Visa, Discover or Money Order or Certified Bank Check made payable to *SUFFOLK COUNTY DEPARTMENT OF PARKS*. **NO PERSONAL CHECKS ACCEPTED.** If the park you are holding the event at is charging parking the day of your event you will be charged the On-Season Park Use Fee(as described below) and guests will be charged for parking upon arrival; however if the park is not charging for parking you will be charged the Off-Season Park Use Fee, as described below. For a schedule of which parks charge for parking and when you can view the 2017 Fee and Program Schedule by visiting our website at www.suffolkcountyny.gov/parks .
 - a. Application/Processing Fee - \$25.00
 - b. On-Season Park Use Fee:

Up to 50 persons.....\$60.00/day	201 to 500 persons.....\$275.00/day
51 to 100 persons.....\$120.00/day	501 to 1000 persons....\$485.00/day
101 to 200 persons.....\$180.00/day	Over 1000 persons.....\$750.00/day
 - c. Off-Season Park Use Fee – \$4.00/person
 - d. Suffolk County Alcohol Fee - \$40.00
 - e. Pavilion fee - \$125.00
 - f. Vendor fee - \$25.00/vendor
4. **LETTER OF INTENT** – A letter of intent explaining in detail the purpose of the event, activities that will take place, use of the raised funds and any other relevant information should be submitted to the Commissioner’s Office for approval. Please send the letter of intent with your application and it will be forwarded to the Commissioner’s Office. For all new events and/or activities the *Intake Form for New Events and Activities* must be submitted, as well.
5. **NON-PROFIT** – If the group/organization is a 501(c)(3) organization, a copy of the IRS letter granting tax-exempt status must be submitted with the application.
6. **CERTIFICATE OF INSURANCE** – *County of Suffolk* must be a Certificate Holder and an additional insured. Certificate Holder should read as follows:

County of Suffolk - C/O Department of Parks
P.O. Box 144
West Sayville, NY 11796

 - a. General Liability – It is ultimately up to Suffolk County to decide which vendors are considered high risk or low risk.
 - i. High Risk Vendor’s insurance must be in the amount of \$2,000,000 per occurrence General Liability.
 - ii. Low Risk Vendor’s insurance must be in the amount of \$1,000,000 per occurrence General Liability.
 - iii. The below insurance requirements are in addition to General Liability Coverage.
 - b. Worker’s Compensation
Vendors with one or more employees must provide proof of statutory New York State Workers’ Compensation insurance.
 - c. Automobile Liability
Not less than \$500,000 combined single limit or 500/500 split limit for vendors using a vehicle as part of their display or service (e.g., ice cream truck, hot dog truck)
 - d. Events with Alcohol
Applicant is now high risk as described above under general liability. In addition, they must have one million dollars (\$1,000,000) in liquor liability.

- e. Additional Coverage – The above insurance requirements may vary depending on the nature of the applicant’s operation and are subject to change at any time. Failure to comply will result in immediate denial of your application and nullification of all agreements.
All COI’s must be accompanied by the Suffolk County Department of Parks *Event Insurance Requirement Form*.
7. **SITE PLAN** – Please submit a site plan no later than 10 business days prior to the date of your event. It should include such information as, where vendors/activities will be located, race trail (if applicable) and any other relevant information.
8. **FOOD/BEVERAGES**
- a. Non-Catered Events – If the event is open to the public AND food/beverages are being provided a *Suffolk County Health Services Organizer’s Application for Temporary Permit* must be filed. Non-compliance with Health Services regulations may result in the event being shut down.
- b. Catered Events
- i. Applicant must select from Suffolk County Parks *Food Provider List*. These Licensed Caterers have agreed to meet Health Department standards for food preparation, transportation and service which protect the public.
- ii. If all Licensed Caterers have declined, only then may you choose your own caterer. We will need a written declination from all caterers on the *Food Provider List*. Your caterer must meet all health department standards, as well as, the insurance requirements stated in section 6. In addition, they must receive a permit from Suffolk County Health Services and submit it to the Suffolk County Department of Parks Fundraiser Division.
- iii. Applicants must notify the fundraiser division (631-854-4980 of the caterer which they have selected no later than 2 weeks prior to the date of the event. Failure to acknowledge that an event is to be catered or attempts to use caterers other than those on the *Food Provider List*, without first written declination, will result in the food not being delivered to your area, denial of future permits by the applicant and/or fines imposed.
9. **ALCOHOL** – If alcohol is being provided, the Hold Harmless Agreement must be signed, notarized and returned to the fundraiser division. For events with more than 50 attendees, a “Special Event Permit Application” must be received from the New York State Liquor Authority. A copy of the permit must be submitted to the fundraiser division prior to application approval. In addition, liquor liability is required as stated in section 6.
10. **VENDORS** – Applicants wishing to use vendors (DJ’s, bands, face painters, etc.) on County property **must be included on the application** with the name and activity of the vendor. Vendors **must** provide a certificate of insurance as described in section 6. Certain restrictions may apply (no mechanical rides; DJ’s not permitted in all park areas). All vendors are subject to approval by the Parks Commissioner.
11. **TENTS** - Requests for tents at special events and/or picnics must be included on application, along with the number of tents and sizes. **Application for Tent Use** must be completed and submitted to the Department of Fire, Rescue & Emergency Services for certain size tents/canopies. Contact Fundraiser Dept. at 854-4980 or visit our website at www.suffolkcountyny.gov/parks for information.
12. **ADMISSION** – Mandatory or voluntary admission fees may be charged for any function held in a Suffolk County Park, subject to prior approval by the Commissioner of Parks. Intent to charge an admission fee must be noted on the application. The sale of any item **is prohibited** on Suffolk County Park property without prior written approval from the Commissioner of Parks.
13. **AMPLIFIED EQUIPMENT** - The use of any public address/sound system, DJ or live music is **prohibited** without the approval from the Parks Department. At no time may the volume of the sound interfere with the enjoyment of others in the park.
14. **ADVERTISEMENTS** – Applicants wishing to advertise for their event must submit all editorial content to the Parks Department for preapproval.
15. **RAIN DATES** – Rain Dates will not be accepted for any fundraising event. You may choose to request more than one date on your application, to hold one as a rain date, however you must pay for both dates. No refunds will be given for either date if you do not hold the event.
16. **SEND TO** – Mail the original permit application with the original signature (copies, faxes or e-mails will not be accepted) and all requirements to:

Attn: Fundraiser Division
Suffolk County Department of Parks
P.O. Box 144, West Sayville, NY 11796

Applicant Signature _____

Date _____



Fundraiser Application/Contract

Name of Event: _____ Type of Event: _____
(Walkathon, Triathlon, Collection etc.)

Park Requested: _____ Date Requested: _____

Name of Group/Organization _____

Address _____

Primary Contact _____ Phone # () _____ Alt Phone # () _____

Address _____ E-mail _____

Time of Event _____ am/pm - _____ am/pm Estimated # Attending _____ # Cars/Vans _____ # Buses _____
(ARRIVAL) (DEPARTURE)

Is event open to the general public? YES _____ NO _____

FOOD/BEVERAGES

- a. Will Food/Beverages be provided? YES _____ NO _____
- b. Is event being catered? YES _____ NO _____ Name of Caterer _____

BEER/WINE

- a. Will beer and/or wine be provided? YES _____ NO _____
- PLEASE NOTE: Suffolk County Parks does not permit liquor at any events on park property.

TENTS

- a. Will there be any tents? YES _____ NO _____ If Yes, How Many? _____ Size _____

VENDORS

- a. Will there be vendors? YES _____ NO _____ List All(Names and Activities) _____

ADVERTISING

- a. Will there be any advertisements for the event? YES _____ NO _____

NOT FOR PROFIT

- a. Is the group/organization a 501(c)(3) non-profit organization? YES _____ NO _____

SHOWMOBILE

- a. Has the group requested the rental of the Suffolk County Parks showmobile? YES _____ NO _____
- PLEASE NOTE: Requesting the rental of the showmobile requires filing a Showmobile Application with the Suffolk County Department of Parks.

This application is subject to the *Terms and Conditions for Fundraiser Application* and subsequent provisions and upon approval of this application by the Suffolk County Department of Parks. The County of Suffolk and/or the Suffolk County Department of Parks reserves the right to refuse your application request, or any portion thereof, for any reason. The applicant agrees the information provided above is accurate and hereby certifies that he/she is authorized to sign this application on behalf of the above named organization.

I, the applicant, have read the rules as described in the attached *Terms and Conditions for Fundraiser Application* and the *Suffolk County Parks Rules and Regulations* and I agree to abide by said rules and payment schedules. The applicant/organization agrees to indemnify and save harmless the County of Suffolk, its officials, employees and agents from suits, actions, damages and cost of every nature and description resulting from the actions of the applicant/organization. The applicant/organization agrees to indemnify and save harmless the County of Suffolk from any liability or action arising from any property owned by or in the care, custody and control of the applicant. My signature indicates that I make this application in good faith. I understand that upon approval in writing below by Suffolk County Department of Parks this agreement shall become binding and enforceable.

Applicant Signature _____ Date _____

Applicant Name _____ Title _____ Phone # _____

Suffolk County Department of Parks Office Use Only

DATE(S) APPROVED _____ PARK APPROVED _____ COUNTY PARK

Amount \$ _____ Cash _____ MO _____ Credit _____ Check _____ Trans # _____

Staff Initials if the following was approved, if not approved or not applicable "N/A":

Beer/Wine _____ Caterer(s) _____ Advertisement _____ Vendor(s) _____ Tent(s) _____ Showmobile _____

SPECIAL INSTRUCTIONS _____

PARKS DEPT APPROVAL _____ DATE _____