



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

When requesting a Field or Special Permit from the 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.

On organization letterhead:

1. Organization name.
2. Not-for-profit status.
3. Event name.
4. Organization address.
5. Organization phone and fax.
6. Organization contact person.
7. Organization contact person cell phone.
8. Organization contact person email address.
9. Park requested.
10. Location in park: parking field/picnic area/ball field.
11. Date(s) of the event.
12. Arrival time and onsite setup.
13. Start time of event.
14. Event description in detail (i.e., walk, run, race course, site maps, etc.).
15. What you will be bringing in/setting up (i.e., tents, entertainment, rides, etc.). Please note that all tents and entertainment go through Dover Catering, not including a 10-foot-by-10-foot pop-up tents.
16. Anticipated attendance and percentage of Nassau County residents.
17. Event end time.
18. Cleanup and break-down finish time.
19. Signage (only with the approval of the Parks Department and an additional fee to the permittee per sign).
20. Advertisements (what you are sending out to you participants, i.e., brochures, applications, etc.).
21. Insurance certificate, naming Nassau County additionally insured. The permittee will be told what type of coverage and amount of coverage after he/she has been granted a permit by the Department.