



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

2023 Event Check List

When requesting a Special Permit from Nassau County Department of Parks, Recreation & 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. Organization Contact Person
3. Organization Address
4. Organization phone and fax numbers
5. Organization Contact Person cell phone
6. Organization Contact Person email address
7. Event Name
8. Park Requested
9. Proposed Park/Location: *Location will be assigned based space needs and estimated attendance provided in your request.*
10. Date(s) of the event *Set up is not permitted the day prior.*
11. Arrival time on-site for set up
12. Start time of event
13. End time
14. Post-event breakdown and clean up time
15. Event Description: ***Please provide details, walk/run/racecourse, site maps, etc.***

Timed races must submit racecourse 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. Intended set-up: Food, tents, entertainment, rides, etc. *(All are required to be arranged through the exclusive Nassau County Vendor. The only exception is 10' x 10' pop-up tents.)*
17. Anticipated attendance
18. Signage: *Only with the approval of the Parks Department. Additional fee(s) may apply.*
19. Advertisements: Items to be distributed to participants: *brochures, applications, etc.*

- 20. Electricity ***Nassau County Department of Parks, Recreation and Museums does not provide electricity to your event site unless you have contracted a showmobile stage, or if the exclusive concessionaire is providing entertainment.***
- 21. Insurance Certificate, naming Nassau County additionally insured. *Permittee will be told what type of coverage and coverage limits after they have been granted a permit.*

INSURANCE REQUIREMENTS– This is not needed until event is approved.

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): _____, 2023, 12:00 a.m. through _____, 2023, 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 exclusive Concession Agreement covering the sale and service of all food and beverages at various County Parks. 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 DJs, bands, carnival rides, and attractions) must be arranged through the exclusive concessionaire:

Dover Gourmet Corp. 516-933-4444

Dover retains the right to request an additional liability insurance certificate, naming them as additionally insured.

Should the Concessionaire allow outside vendors, all food and beverage vendors must be approved in advance by the Commissioner and must have all appropriate licenses and permits from Nassau County Health Department and comply with insurance provisions naming Nassau County as additional insured. They must also acquire a Vending Permit from the Parks Administration Office in Eisenhower Park no later than five (5) business days prior to the event date. The Vending Permit fee is \$100.00 per each 10' X 10' vending space.

Propane is not permitted in Nassau County Parks, as per the Nassau County Fire Marshall.

Merchandise Sales: *Any and all merchandise vendors must be approved in advance by the Commissioner and acquire a Vending Permit from the Parks Administration Office in Eisenhower Park no later than five (5) business days prior to the event date. The Vending Permit fee is \$100.00 per each 10' X 10' vending space.*

Permittee Initial: _____

Walks/Runs/Bike-a-thons: Permittee must submit map of the proposed race course with application along with a site plan.

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. Permittees hosting walks and races must include Nassau County in their liability waiver, where participants exclude Nassau County from liability during the event. Nassau County must approve the waiver form. All Eisenhower Park walk-a-thons must use the existing park course. A map of this course will be provided with your completed permit.

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 additional fees at the discretion of the Nassau County Department of Parks, Recreation and Museums, Nassau County Police Department, and Nassau County Public Safety, and may require additional insurance coverage. Main roads through any Park may not be closed without express written permission from the Commissioner of Parks, Recreation and Museums. No parking lots can be closed or blocked by foot traffic for the race or walk. Permittee must post signage alerting the public of any road closures for their event two weeks prior to event; signage to be approved by all departments.

Electric, gas, e-bikes, scooters, Segways, skateboards, etc. are not permitted on pedestrian pathways in Nassau County Parks.

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.

Permittee must use temporary signage or staff to direct participants on the course. Permittee MAY NOT paint arrows on the paths of any Nassau County Park, Museum or Preserve.

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. The 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.

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 a working AED on site. Permittee will be required to provide medical staff's licensing, insurance and proof of hire. 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 MUST be ordered through the Nassau County Police Department Emergency Ambulance Bureau - 516-573-3161. No outside or independent Ambulance Service Provider shall be in County Parks without express permission from the NCPD. If 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: As noted above, any and all vendors must apply for a Vendor 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 the permit. All garbage must be bagged and all boxes broken down and stacked. Permittee may be required to supply a dumpster, hire cleaning company and rent portable toilets, depending on the 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 financially responsible for all overtime costs incurred by Nassau County Department Parks, Recreation and Museums due to their failure to clean up after an event.

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.

Showmobile Rentals: Should your event require the use of a mobile stage – also called Showmobile – a separate permit and fee is required and may be obtained through the Nassau County Electronic Mobile

Operations Dept. Call 516-572-0314 during business hours or email pwygand@nassaucountyny.gov well in advance of your event, as there are a limited number of units available. No other show mobile or portable stage may be brought into a Nassau County facility without the Department's written consent.

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

Picnic Areas/Tents/Tables are reserved through a separate Picnic Permit application. Picnic permits are available at the park where the permitted event will be held and for an additional fee.

10' x 10' tents are permitted only with the approval of the Park Director and placement of all tents must be approved by Parks Maintenance. Tents may not be raised in areas with irrigation or underground gas or power lines. The number of tents to be erected are limited to size and number on each site and must be approved by the Park Director. All tents may only be put up during times specified on permit. ALL TENTS LARGER THAN 10' x 10' MUST BE RENTED THROUGH DOVER GOURMET CORP.

Every picnic area has picnic tables that events are welcome and encouraged to use. If the event requires more tables, these must be rented through Dover Gourmet Corp.

Athletic Fields: Athletic field permits are available for an additional fee. Contact: Paul Grzymalski for Fields pgrzymalski@nassaucountyny.gov. *Tents cannot be raised on ballfields.*

Open Space Permits: are for designated areas only, not a Park rental. You must contact the Park Manager to get your assigned "Open Space" area.

Preserves: Nassau County Nature Preserves, including but not limited to: Bailey Arboretum, Garvies Point, Leeds Pond, Muttontown, Sands Point, Stillwell Woods, Tiffany Creek, William Cullen Bryant, Peter J. Schmitt, Massapequa Preserve, Meroke, Mill Pond, Tackapausha, and Tanglewood, are federally protected lands. There may be no construction of any kind on or in a Nassau County Preserve. Terrain may not be altered in any way. Plants and wildlife are federally protected, and no damage or harm may be done to said plants and wildlife. All participants must stay on trails; no one may enter the wooded or brush areas. Permittee is subject to federal fines if any damage is done to the wildlife in the Preserve.

Signage: Any signage for any permitted is subject to the approval by the Commissioner and subject to an additional fee based on size and location(s) of sign(s).

Electricity: Nassau County Department of Parks, Recreation and Museums **DOES NOT** provide electricity to your event site unless you have contracted a showmobile, or unless 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. Portable lighting may be rented from Dover Gourmet Corp.

Advertisement: Events may not be advertised until the 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 the Park Director two weeks prior to the permitted 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 Commissioner of Nassau County Department of Parks, Recreation and Museums.
- 4.) Permittee and all vendors must apply for \$100.00 vendors 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 on the permit application.**
- 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 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 (30 minutes after last bolt of lightning or sound of thunder).
- 9.) Permit is not valid without signature of the Commissioner of Parks, Recreation and Museums.
- 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 reserves the right to cancel this event at any time the 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. Additional fees apply. All paperwork must be filed with the Parks Administration Office no later than two 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 but may not take tables from other picnic areas.

18.) Nassau County does not permit balloon/lantern 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 any event at any time .

Permits are non-transferrable

Please return to:

Trish Hood
Events Department
Nassau County Department of Parks, Recreation and Museums
Administration Building, Eisenhower Park
1899 Hempstead Turnpike
East Meadow, NY 11554

phood@nassaucountyny.gov

516-572-0252