



Town of Babylon  
Department of Parks, Recreation & Cultural Affairs  
151 Phelps Lane, North Babylon, NY 11703

## Showmobile Permit Application 2026

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### Application Requirements:

**All documents and fee(s) must be returned to the address listed above.**

1. Showmobile Permit Application
2. **A printed map (google maps screenshot preferred) of the park/location where the showmobile will be placed.**
3. The organization is required to have insurance naming the Town of Babylon as additionally insured. *(See rules and regulations #21 for exact details).*
4. A signed Rules and Regulations form.
5. Non-Refundable permit fee. *See fee schedule.* If rain date is needed, an additional fee will be required. (Please make checks Payable to "Town of Babylon." Cash not accepted.)  
*Please note: an additional "overtime" fee of \$200 will be added if the showmobile needs to be relocated during the weekend.*
6. A copy of the Coordinators License or ID

### Organization Information:

Organization: \_\_\_\_\_

For Profit     Not For Profit 501-C\_\_\_

Organization Address: \_\_\_\_\_

### Coordinator Information:

Coordinator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Coordinator's Address: \_\_\_\_\_ Town: \_\_\_\_\_

Coordinator's Email: \_\_\_\_\_

Coordinator's Relationship to the Organization: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Office Use Only: Date Received: \_\_\_\_\_

Office Staff Initial: \_\_\_\_\_

Rich Schaffer, Supervisor  
Antonio Martinez, Councilman  
Parks, Recreation & Cultural Affairs Committee

Eva Rodriguez-Greguski, Commissioner  
(631) 893-2100

Date Requested: \_\_\_\_\_ Rain Date: \_\_\_\_\_

*Please note, an additional fee is required if rain date is requested*

Function the showmobile will be used for: \_\_\_\_\_

Event Begin Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Stage Open By Time: \_\_\_\_\_ Stage Closed By Time: \_\_\_\_\_

Office Use Only: Showmobile drop off: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

***As indicated in the rules and regulations, ALL items must be removed from the showmobile by the end of the “clean up time,” or additional fees may be incurred.***

Event Location:

Location: \_\_\_\_\_

*\*A separate permit is also required if utilizing a Town of Babylon park facility.*

***Submit a google maps screenshot of the park/location of where the showmobile will be placed.***

Nearest Available Electricity (in feet): \_\_\_\_\_

Number of Attendees: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Number of performers/participants on the showmobile: \_\_\_\_\_

Do you have a Band or DJ booked (circle): Yes or No

*If yes, you must use their sound system for announcements etc. Please skip where it states “Sound Equipment requested” and “Microphones requested”.*

**Special Requests:**

Parks Department Requests:

*Fees apply. See fee schedule. Please note, requests are not guaranteed. If not listed, please add in the space given below. Different sound systems are available, please ask for more details.*

Sound equipment requested (circle): Yes or No

If yes, describe use/need \_\_\_\_\_

Microphones requested (circle): Yes or No

If yes, how many: \_\_\_\_\_

Generator requested (circle): Yes or No *\*Generator is for showmobile use only.\**

If yes, how many: \_\_\_\_\_

Podium requested (circle): Yes or No

If yes, describe use/need & quantity \_\_\_\_\_



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*\*If your permit requires chairs/ folding tables you must contact General Services.631-957-3025*

*\*If your permit requires road closures you must contact the Town Clerk's office. 631-957-4292*

*\*If your permit requires a tent setup you must contact the Fire Marshall's office. 631-893-2158*

**All request are subject to availability.**

### **AUTHORIZATION AND ACCEPTANCE**

I HAVE READ THE RULES AND REGULATIONS GOVERNING THE USE OF A TOWN SHOWMOBILE AND AGREE THAT BY MY SIGNATURE, AS WELL AS THE ORGANIZATION THAT I REPRESENT, WILL ABIDE BY THEM.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only: indicate date received**

**Permit Application:** \_\_\_\_\_ **Insurance/Hold Harmless:** \_\_\_\_\_

**Copy of ID:** \_\_\_\_\_ **Google Map Screenshot:** \_\_\_\_\_

**Rules and Regulations:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

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### Fee Schedule

	<b>Resident Rate</b>
<b>Rental</b>	\$500
<b>Rental - Rain Date</b>	\$500
<b>Non-Profit &amp; Municipal Rental</b>	\$275
<b>Non-Profit &amp; Municipal Rental - Rain Date</b>	\$275
<b>Generator Rental</b>	\$50
<b>Sound Rental</b>	\$50
<b>Last Minute Booking (Under 2 Weeks)</b>	\$100
<b>Excessive Clean Up</b>	\$100
<b>Overtime Fee</b>	\$200



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*Please note: an additional "overtime" fee of \$200 will be added if the showmobile needs to be relocated during the weekend.*
6. A copy of the Coordinators License or ID

### Rules and Regulations

1. Permits for use of showmobiles are available to Town of Babylon residents, organizations and groups only. Town Residents must make up 75% of a group's membership. Groups whose membership does not meet this requirement may receive authorization for a permit if they meet conditions set forth by the town.
2. Applications for showmobiles that are part of Town-Sponsored programs shall take precedence over other applications. Group will receive written authorization specifying date and time, areas to be used, and special arrangements.
3. \_\_\_\_\_ (initial) To ensure proper scheduling and preparation, all requests for showmobiles must be submitted no later than two (2) weeks prior to the event date. This timeline is essential for processing and confirming your reservation. Request received less than two (2) weeks prior to the desired date will incur as a last-minute fee of \$100. This charge reflects the additional resources required to expedite the processing and preparation.
4. \_\_\_\_\_ (initial) In circumstances where the permit holder elects to not use the granted permit, it is vital to immediately inform the office. (631-893-2100). **It is mandatory to inform the Parks Department of any cancellations or alterations, including inclement weather, at least 24 hours in advance.** Please note, in the event of unexpected severe weather during a showmobile event, the Parks Department staff member on duty has the authorization to shut down the showmobile for safety reasons.
5. No individual or group will be permitted to use a showmobile for personal or private, or political gain.

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6. \_\_\_\_\_ (initial) The display of flags, banners, or signs is permitted, but is limited to organization signs, except with the express written permission of the Commissioner of Parks, Recreation & Cultural Affairs. Please note, only the use of painter's tape and masking tape is permitted for decorating the showmobile. The use of screw, nails, hooks and any similar fastening agents are strictly prohibited.
7. \_\_\_\_\_ (initial) The following are also strictly prohibited on a showmobile:
  - Alcoholic Beverages or cannabis
  - Smoking or vaping
  - Glassware and Bottles (Please use cans or unbreakable containers)
  - Gambling
  - Animals
  - Fireworks
8. \_\_\_\_\_ (initial) No persons shall use obscene or profane language, nor shall anyone conduct themselves in a disorderly or indecent manner, commit any public nuisance, litter or damage park property. A cleanup fee of \$100 will be charged in the event that the showmobile is not returned to its original condition, specifically if trash or debris is left behind. This is to ensure the maintenance and cleanliness of the stage for all users in the future.
9. \_\_\_\_\_ (initial) Additional fees will be incurred for the use of additional equipment, including sound system, microphones, generators. Under no circumstance shall any external devices or machines to be connected to the showmobile without prior authorization from a staff member. Any violations of this policy may result in revocation of permit privilege.
10. \_\_\_\_\_ (initial) The showmobile must be fully vacant and cleared of all items, equipment, decorations or personal items by 10pm on the day of the event. Failure to adhere to the requirement will result in a **late-cleanup fee of \$200**. This charge is implemented to cover the additional cost and resources for extended maintenance and preparation for the following event the showmobile is needed for.
11. \_\_\_\_\_ (initial) Power to the showmobile will be discontinued at the conclusion of the permitted time approved by our authorized personnel. It is essential to strictly adhere to the specified event permit timings.
12. \_\_\_\_\_ (initial) Final placement of showmobile is subject to the Parks Department Staff member on duty and the DPW driver's discretion.
13. \_\_\_\_\_ (initial) During the official summer season, all vehicles entering ocean and bay facilities must have the Town of Babylon parking permit on the window or pay the daily parking fee.
14. The organization or group using Town facilities will:
  - a. Provide adequate supervision at an appropriate ratio of adults to children.
  - b. Abide by all Town regulations.
  - c. Defray any costs incurred by the Town of Babylon due to the use of Town facilities within limits of the regulations as stipulated by the Town Board.
  - d. Be financially liable for any damage that may be inflicted on said Town facilities by any and all of its individuals, members or spectators.
  - e. Be responsible for cleaning the permit area at the completion of the event and for damage caused by the group. (This includes any bathroom facilities)



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15. The Town of Babylon will assign Town personnel where appropriate, while the Town facility is being used for the purpose of ensuring the care, protection and maintenance of the Town facility.
16. \_\_\_\_\_ (initial) All permit holders are required to follow the instructions of the Parks Department staff and maintain a respectful manner towards them at all times. Inappropriate or disrespectful behavior towards staff members is unacceptable and may result in revocation of permit privileges.
17. Fire and safety regulations adopted by the Board and local authorities must be strictly observed. This applies specifically to the control of attending groups, entrances and exits, heating, lighting, use of equipment, hazardous activities, and all other factors affecting the safety of a group.
18. \_\_\_\_\_ (initial) The adult signing the permit application will be responsible for the supervision and conduct of the group's members and spectators while using Town facilities.
19. \_\_\_\_\_ (initial) Town of Babylon reserves the right to refuse or terminate permission for the use of Town facilities for any reason and to change these rules and regulations without advance notice.
20. Public Safety (631-422-7600) must be notified whenever any security problem or violation occurs or in case of medical or other emergency situations.
21. \_\_\_\_\_ (initial) Showmobiles- Certificate of Insurance for two (2) million-dollar liability naming the Town of Babylon additionally insured. The certificate of insurance must contain the following language: Town of Babylon, its agents, servants, employees and officers Additional Insured and Certificate Holder 200 East Sunrise Highway Lindenhurst, New York 11757

### **AUTHORIZATION AND ACCEPTANCE**

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Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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