



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

Event Permit Application 2026

Application Requirements:

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

1. Event Permit Application
2. A proposal submitted in writing describing all aspects of the event. A meeting may be required to discuss details of the event prior to approval.
3. The organization is required to obtain insurance naming the Town of Babylon as additionally insured (*Please see Rules & Regulations #21 for exact details*).
4. Non-Refundable permit fee of \$50.00. If rain date is needed, an additional \$50.00 fee will be required. (Please make checks Payable to "Town of Babylon." Cash not accepted.)
5. A copy of the Coordinators License or ID
6. The Organization or Coordinator must be from the Town of Babylon.

Organization: _____ [] For Profit [] Not For Profit 501-C _____

Organization Address: _____ Town: _____

Coordinator's Name: _____ Phone: _____

Coordinator's Address: _____ Town: _____

Coordinator's Email: _____

Additional Contact (MUST LIST 2) include name, email, and phone number

1. _____

2. _____

Event Date: _____ Rain Date: _____

Please note, an extra \$50.00 fee is required if rain date is requested

Event Begin Time: _____ Event End Time: _____

Event Setup Begin Time (2 hrs. max): _____ Event Cleanup End Time (2 hrs. max): _____

Number of Attendees: Adults: _____ Children: _____

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

Event Location: **Please attach map layout for the event*:*

*Tanner Park _____

Bolden Mack Park _____

Overlook Beach _____

Not available during the summer season – end of June through Labor Day

Cedar Beach _____

Venetian Shores _____

Geiger Park _____

Wyandanch Plaza _____

Gilgo Beach _____

Wyandanch Park _____

Hermann Griem _____

Other: _____

Indicate the specific area in the park that the event will utilize: _____

Special Requests:

Parks Department Requests:

Please note, requests are not guaranteed. If not listed, please add in the space given below. See fee schedule. If a showmobile is requested, please complete the sound portion of the application on that form.

Sound equipment requested (circle): Yes or No

If yes, describe use/need _____

Noise must conform to Town Code Chapter 156

Microphones requested (circle): Yes or No

If yes, how many (max 2 mics.): _____

DPW Requests:

Indicate quantity requested. Please note, this is not a guarantee and based on availability.

Garbage Cans # (Max 10): _____ Picnic Tables # (Max 10): _____ Barricades # (Max 25): _____

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

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

**If your permit will be using food trucks you must contact the Town Clerk's office: 631-957-4292*

**If your permit requires folding tables or chairs you must contact General Services: 631-957-3025*

Security:

It is the responsibility of the organization to monitor or provide security for your event. We suggest that you reach out to the Town of Babylon Public Safety Department at 631-422-7600 to discuss your event security needs.

AUTHORIZATION AND ACCEPTANCE

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

Coordinator's Signature: _____ Date: _____

Office Use Only: Indicate Date Received

Completed Application: _____ **Fee:** _____ **Copy of ID:** _____

Insurance/Hold Harmless: _____ **Signed Rules & Regulations:** _____



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Picnic Area, Event, and Geiger Party Permit Fee Schedule

	Resident Rate
Picnic Area Permit & Event Permit	\$50
Picnic Area Permit & Event Permit - Rain Date	\$50
Geiger Party Permit	\$100
Geiger Party Permit - Rain Date	\$100
Generator Rental (Event Only)	\$50
Sound Rental (Event Only)	\$50
Last Minute Booking (Under 2 Weeks)	\$100
Excessive Clean Up	\$100
Overtime Fee	\$200



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Rules and Regulations For Event Permit:

**All documents and fee(s) must be returned to the address listed above.
Please see individual permit application for specific required documents.**

*NOTE: The acquisition of an Event Permit does NOT exempt members of a group with a permit from applicable fees for entrance into Town facilities.

1. Permits for use of facilities are available to Town of Babylon residents, organizations and groups only. A minimum of 15 people is required for a permit. 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 activities that are part of or an outgrowth 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, if necessary.
3. _____ (initial) Applications for use of the picnic areas must be submitted at least two (2) weeks prior to the requested date of use.
4. _____ (initial) In the event a permit is not going to be used, we ask the permit holder to notify the permit office immediately (631-893-2100).
5. The sale of food, refreshments, drinks, tickets, programs, or other merchandise, soliciting or collecting contributions, advertising, and distributing handbills is prohibited. Erecting tents or shelters, the display of flags, banners or signs is prohibited, except with the express written permission of the Commissioner of Parks, Recreation & Cultural Affairs. No individual or group will be permitted to use any Town facility for personal or private gain.
6. No persons shall use obscene or profane language while on Town property, nor shall anyone conduct themselves in a disorderly or indecent manner, commit any public nuisance, pick flowers, leaves or branches, climb trees, litter or damage park property.

7. _____ (initial) The following are also strictly prohibited:

Alcoholic Beverages

Glassware and Bottles (Please use cans or unbreakable containers)

Gambling

Open ground fires (Grills are provided for barbequing)

Animals

Fireworks

Inflatable Bouncy Rides/Houses

Tents larger than 10x10 (10x10 tents may be utilized, however, no stakes or walls are permitted)

Balloons or banners

Food appliances (popcorn machine, cotton candy machine, etc.)

8. _____ (initial) No vehicles are permitted to park any place other than the parking area provided. No vehicles are permitted on the park grounds for any reason.

9. _____ (initial) No sound system is permitted except with the express written permission of the Commissioner of Parks, Recreation & Cultural Affairs.

10. No Frisbee or ball playing is permitted in or near the picnic area.

11. _____ (initial) Event permits **DO NOT** include the use of ball field facilities. Ball field permits must be requested.

12. _____ (initial) During the official 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.

13. _____ (initial) 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)

14. All usage of Town facilities must be open to the general public. Although Event Permits are granted to a specific group or organization for specific park facilities, the permit does not prohibit the general public from utilizing other areas within the park.

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. 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.

17. 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.



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18. 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.
19. Public Safety (631-422-7600) must be notified whenever any security problem or violation occurs or in case of medical or other emergency situations.
20. Food trucks- must obtain a peddler's permit from the Town Clerks Office. 631-957-4292
21. _____ (initial) **EVENTS ONLY- 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

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: _____

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

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