



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

Picnic Area Permit Application 2026

Application Requirements:

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

1. Picnic Area Permit Application
2. A Hold Harmless Agreement signed and notarized or the organization's insurance naming the Town of Babylon as additionally insured.
3. 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.)
4. A copy of the Coordinator's NYS License or ID (must be a Town of Babylon Resident)

Coordinator's Name: _____ Phone: _____

Coordinator's Address: _____ Town: _____

Coordinator's Email: _____

If Applicable: Organization: _____

For Profit Not For Profit 501-C _____

Organization Address: _____ Town: _____

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: _____

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.

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 note, this permit is for the picnic area only at the listed locations below. This is not an event permit. This permit is for family picnics, and small gatherings only.

Phelps Lane Picnic Area A _____

Michel Park Picnic Area _____

Phelps Lane Picnic Area B _____

Hermann Griem Picnic Area _____

Other: _____

What is the occasion for the event? _____

Permit Fee Schedule

Permit	\$50
Rain Date	\$50
Last Minute Booking (Under 2 weeks)	\$100

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: Picnic Area Permits

**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 a Picnic Area 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. All picnic areas officially close at sundown, except where permit indicates otherwise.

8. _____ (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.)

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

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

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

12. _____ (initial) Picnic Area Permits **DO NOT** include the use of ball field facilities. Ball field permits must be requested.

13. _____ (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.

14. _____ (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)

15. All usage of Town facilities must be open to the general public. Although park 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.

16. 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.

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.



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18. 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. 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. Food trucks- must obtain a peddler's permit from the Town Clerks Office. 631-957-4292

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

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Hold Harmless Agreement

_____ (*applicant's name*) covenants and agrees that the premises known and designated as _____ (*facility name*) are being used and/or utilized or their sole benefit and being fully apprised of their rights and duties concerning the use of said premises, hereby covenant, waive, release and hold harmless forever the TOWN OF BABYLON, it's agents, servants, and/or employees from any and all claims for personal injury, injury to property, theft and injury to participants by third parties and any other claims and losses arising from the use and/or occupation of said TOWN facility. We have been advised in writing of our rights and duties regarding our use and/or occupation of said premises and we hereby agree to be bound, our heirs, executors, administrators and/or successors to the terms and conditions therefore stated. This agreement is not being executed out of duress, undue influence, or misrepresentation on the part of the TOWN OF BABYLON or its' agents, employees and servants or anyone acting on its behalf, its assigns or successors.

State of New York)
) ss.:
County of Suffolk)

Applicant's Signature

Individual Applicant

On the _____ day of _____ 20_____, before me personally came _____ to me know to be the individual described in and who executed the foregoing instrument and acknowledge to me that he executed the same.

Notary Public, State of New York

Organization/Corporation Applicant

On the _____ day of _____ 20_____, before me personally came _____ to me known, who being by me dully sworn, did depose and say that he is the _____ of

_____, the corporation described in and which executed the above instrument; that he knows the seal of said corporation/organization; that the seal affixed to said instrument is such corporate seal' that it was affixed by order of the Board of Directors of said corporation/organization, and that he signed his name thereto by like order.

Notary Public, State of New York

Office Use Only: Date Received: _____

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