



83 North Water Street  
Poughkeepsie, NY 12601

### Event/Activity Application

#### General Information

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

Contact Person (event coordinator): \_\_\_\_\_

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

Telephone: Work ( \_\_\_\_\_ ) \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Name of Event: \_\_\_\_\_

(If the event is a wedding, please include last names of both individuals getting married.)



The Upper Landing Park is managed and operated by the New York State Office of Parks, Recreation, and Historic Preservation.

Submit completed application to: 87 Haviland Road, Highland, New York 12528 or via email to: [Eric.Hoppe@parks.ny.gov](mailto:Eric.Hoppe@parks.ny.gov) or [Zack.Diaz@parks.ny.gov](mailto:Zack.Diaz@parks.ny.gov)

## Event Details

Description of Event: (attach additional pages if necessary)

Is this a fund-raising event? YES  NO

If Yes, who will receive the proceeds? \_\_\_\_\_

What Percentage? \_\_\_\_\_

Will an entrance/registration fee be charged? YES  NO

How much? \_\_\_\_\_

Number of participants expected: \_\_\_\_\_

Number of spectators expected: \_\_\_\_\_

Co-sponsors of the event: \_\_\_\_\_

Event Location/Staging Area: \_\_\_\_\_

Set Up: When and by whom? \_\_\_\_\_

Clean up: When and by whom? \_\_\_\_\_

Will alcohol be served?: YES  NO

**Note: Alcohol is only allowed if supplied and served by a licensed caterer.**

Amplified Music: YES  NO

Describe: \_\_\_\_\_

## Event Assistance:

Park Staff: (To be determined by Park Manager)

Park staff is available to assist in a limited capacity; however, in some instances we may find it necessary to increase our normal level of staffing to meet this need. If additional park staff is necessary to accommodate your event, you will be responsible for reimbursement of the associated costs. Arrangements must be made in advance. The cost will be based on the number of employees and hours worked. A rate of \$45 per hour is used to estimate the cost of all man-hours exceeding our normal staffing schedule.

State Park Police: (To be determined by Park Police)

Police coverage may be required and must be arranged in advance. The fee would be \$65 per hour per officer with a 4 hour minimum per officer.

First Aid and Emergency Communications:

Who is providing this? \_\_\_\_\_

(Please notify the local police and ambulance of the date and nature of your event.)

Other Considerations: (Please advise if you anticipate any other special requirements or staffing accommodate your event.)

**Requirements and Agreements**

Events Planning Details:

- a) **Map:** A map showing event layout, including placement of all tents, equipment, furnishings, and activities.
  
- b) **Signs:** With written permission only, signs may be placed on site immediately prior to the event and must be removed immediately after the event. Signs may not be attached to any park fixtures, and the Park reserves the right to approve all signage in advance.
  
- c) **Provision for Clean and Adequate Toilet Facilities:** If it is determined that your event exceeds the existing accommodations, you may be required to provide portable toilets to meet NYS Dept. of Health Sanitary Code requirements.
  
- d) **Trash Removal:** Detail anticipated needs. There may be a fee for garbage removal imposed if volume exceeds the Park's normal trash bin capacity. (See fee schedule attached.)

Liability Insurance:

For all events, proof of insurance must be provided prior to the event.

- a) For non-sporting events, coverage in the amount of \$1,000,000 (one million dollars) for liability and \$100,000 for each incident of property damage incurred from the conduct of activities under the permit.
  
- b) For sporting events, coverage in the amount of \$2,000,000 (two million dollars) for liability and \$200,000 for each incident of property damage incurred from the conduct of activities under the permit.
  
- c) The certificate of insurance must include the following wording:

**“Additional Insured:** 1687 Properties, LLC, 25 Halcyon Road, Millbrook, NY 12545 **and** The People of the State of New York, New York State Executive Department, New York State Office of Parks, Recreation and Historic Preservation, their commissioners, officers, agents and employees.

**Rules and Regulations:**

In order for your event to proceed smoothly, you must consider all aspects of the event and its impact on park operations and facilities, and other park users. You, your group members and activity participants are required to abide by park rules and regulations. Failure to do so will result in denial or cancellation of the permit. Do not assume that you have any exemptions from any rules unless you have obtained specific written permission in advance.

**Answers to common questions:**

- 1) Permits are required for alcoholic beverages, sound amplification, generators and posting of signs.
- 2) Parking –There is no vehicle parking located on the Upper Landing Park’s grounds. Although visitors may be dropped off in front of the Park’s gates, all vehicles must be parked off site in legally designated parking spaces. Some of these locations include:
  - a) Public parking lots at Waryas Park, located south of Upper Landing Park along the Poughkeepsie waterfront.
  - b) City of Poughkeepsie public parking located along Water Street (Please DO NOT park in lots designated for patrons of River Station Restaurant or Mahoney’s Restaurant.)
  - c) Metro North Train Station parking spaces specifically designated for public use.
  - d) On street parking located along lower Main Street.
- 3) Clean up –Your group is responsible for cleaning up during and after the event.
- 4) The Park will be open to the public during your event, unless otherwise specified and agreed to by both parties.
- 5) Helmets must be worn by juvenile skaters and bikers.

All applications must be received 60 days prior to the day of the event and any required deposits must be made 30 days prior to event date.

**Application Submitted by:**

\_\_\_\_\_  
Organization Name (please print)

\_\_\_\_\_  
Authorized Representative (please print)

\_\_\_\_\_  
Title

**Application Reviewed & Approved by: NYS Office of Parks, Recreation & Historic Preservation**

\_\_\_\_\_  
Authorized Representative (please print)

\_\_\_\_\_  
Title

## Schedule of Fees for Special Events

### 1. Event/Activity Fees:

#### Event size base fee (event not to exceed one day):

- Small event: \$200 - 25 people or less
- Medium event: \$500 - 26 – 100 people
- Large event: \$1000 - 101 – 500 people
- X-large event \$1500 - Over 500 people

### 2. Other amenities offered by park:

- 10'X10' EZ-UP Tent with out sides - \$25 each
- 10'X10' EZ-UP Tent with sides - \$30 each
- Folding Chairs - \$2 each
- Folding Tables - \$10 each (6' or 8')
- Megaphone - \$15 each

### 3. Miscellaneous Costs: Any additional costs incurred in conjunction with the event.

- Refuse Removal - \$10 each container
- Amplified Music - \$50
- Alcohol Permit - \$50
- Trash Removal - \$25 for groups of 50-100, \$50 for groups of 100-200, \$75 for groups over 200
- Professional Photography/Filming – negotiated based on size of project and crew
- Other fees may be assessed.

**All fees must be paid in advance of the event/activity. Instructions for submission of payment will be provided once your event/activity has been approved.**

**THANK YOU FOR CHOOSING UPPER LANDING PARK FOR YOUR EVENT!**

**We look forward to working with you to make your event successful.**