

**BROOME COUNTY DEPARTMENT OF  
PARKS, RECREATION & YOUTH SERVICES**

**GROUP PERMIT**

\_\_\_\_\_ SOCCER FIELD  
\_\_\_\_\_ SOFTBALL FIELD  
\_\_\_\_\_ VOLLEYBALL COURT  
\_\_\_\_\_ SPECIAL EVENT (Additional Information Required-See Attached)

Amount Paid \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Guidelines Sent \_\_\_\_\_

PARK \_\_\_\_\_

DATE \_\_\_\_\_

TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

GROUP SCHEDULED \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ACTIVITIES PLANNED (CHECK ALL THAT APPLY)      \_\_\_\_\_ PICNIC      \_\_\_\_\_ SWIMMING  
                         \_\_\_\_\_ BOATING      \_\_\_\_\_ PLAYGROUND      \_\_\_\_\_ OTHER \_\_\_\_\_

*SWIMMING GROUPS* – Are more than 3 members in this group developmentally disabled? (If yes, please see additional Developmentally Disabled Guidelines).

NUMBER IN GROUP (Include participants, leaders) \_\_\_\_\_

**TERMS AND CONDITIONS:**

- The facility or area shall be open for inspection by an authorized employee of the Parks and Recreation Department for the purpose of assuring the use of the park property in compliance with law and order.
- In the case this registration is issued to a group of persons under the legal age, the statement or responsibility must be signed by one of the adult leaders. Adult supervision is required of all children's groups in a ratio of about one leader to ten children.
- The person signing this registration on behalf of the above group assumes personal liability for breakage, destruction, or removal of park property by any member of the group.
- The Park Rules and Regulations apply to all persons.
- The above-named group agrees to the terms and conditions of this registration and agreements are herewith accepted and agreed to by the undersigned on behalf of the group to whom this registration is issued.
- This registration in no way guarantees any special privileges in the use of parking, tables, grills or other facilities.
- The use of portable or permanent public address systems or any sound amplifying equipment is prohibited.
- Smoking of any kind is permitted in parking lots only, and at the campground at Greenwood Park.
- This registration is not transferable; reservation fee is non-refundable.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS:

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THIS REGISTRATION ISSUED BY: \_\_\_\_\_ ON \_\_\_\_\_

## BROOME COUNTY PARKS EVENT PERMIT APPLICATION

- Event permit applications must be submitted at least 30 days prior to the event.
- Submission of an application does not guarantee approval of the event, the proposed location, or any other details contained herein.
- Park shelters and/or fields may be rented in conjunction with a special event (subject to availability). Contact the Broome County Office of Parks and Recreation at (607) 778-2193 for information regarding reservations, pricing, and availability. (Fees are non-refundable.)
- Permit applications may be mailed to: Broome County Parks and Recreation, 60 Hawley Street, PO Box 1766, Binghamton, NY 13902 or emailed to [bcparks@broomecounty.us](mailto:bcparks@broomecounty.us)
- For questions, please contact the Broome County Office of Parks and Recreation at (607) 778-2193.

Contact Person/Phone No.: \_\_\_\_\_

Business/Organization Name (If Applicable): \_\_\_\_\_

On-Site Event Manager/Phone No.: \_\_\_\_\_

(Note: The On-Site Event Manager must be on-site for the duration of the event and must be available by telephone in case of emergency. Emergency Telephone Number(s): \_\_\_\_\_

### **EVENT INFORMATION**

Title of Event: \_\_\_\_\_

Event Website (if applicable): \_\_\_\_\_

Proposed location of event, specify designated area of park to be utilized. (If event is a walk/run, please include the route the group will be taking.) \_\_\_\_\_

\_\_\_\_\_

Shelter(s) rented?  yes  no      Field(s) rented?  yes  no      Tents?  yes  no

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

\_\_\_\_\_

Rain Date(s)/Time(s) of Event (Granted Subject to Availability): \_\_\_\_\_

At what times do you intend to set up/clean up? \_\_\_\_\_

\_\_\_\_\_

Description of Event (activities planned – please include as much detail as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Number of Event Participants (Including Event Marshals and/or Volunteers): \_\_\_\_\_

Adequate adult supervision required (1 adult over the age of 18 for every 10 children under age of 18)

**EVENT LOGISTICS**

**Insurance Requirements**

All Event Permit applications must be accompanied by proof of general liability insurance coverage with a blanket contractual liability endorsement and a combined single limit in the amount of not less than one million dollars (\$1,000,000) and property damage insurance in an amount not less than fifty thousand dollars (\$50,000). If the Event Permit Applicant intends to sell alcohol during the event, the application must also be accompanied by proof of liquor liability insurance coverage in the amount of not less than one million dollars (\$1,000,000). Please note the following requirements:

1. The insurance certificate(s) must be endorsed.
2. Also agree to name the County as an additional insured: the insurance endorsement must state, "THE COUNTY OF BROOME IS NAMED AS AN ADDITIONAL INSURED ON A PRIMARY NON-CONTRIBUTORY BASIS".  
     County of Broome  
     Attn: Office of Risk & Insurance  
     PO Box 1766  
     Binghamton, NY 13902-1766
3. If primary, non-contributory liability insurance is not available, e.g., from another government agency that is self-insured, the County may waive such requirement based on an indemnification satisfactory to the Office of Risk and Management.
4. Include insurance certificate.
5. Final Insurance Requirements will be determined from the Risk Assessment below.

**Insurance Requirements Questionnaire**

Vendor Name: \_\_\_\_\_ CA#: \_\_\_\_\_

Principle Contact: \_\_\_\_\_

New Event

Event Renewal (Attach copy of existing insurance requirements)

*Specifically Describe Event & any hazards normally associated with this sport, festival, or show.* \_\_\_\_\_

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- Vendor & Participants will drive to Park
- Vendor will use vehicle during event
- No motor vehicle use of any kind

## **Security Requirements**

Your event may require security and/or traffic control based on anticipated attendance or anticipated activities (road crossings and closures, etc.). Dependent upon logistics and group, staff may be necessary and can be provided through coordination with the Broome County Security Division. Please contact Broome Security (607-778-2107) to coordinate volunteers and security officers.

Please include:

1. Coordination with any involved party, police, municipalities, other entities.
2. If required, emergency actions plan.
3. Event day communication protocol.
4. Map of event setup & logistics.

Note: Pursuant to Broome County Charter & Code Chapter 168, Article IX. Dependent upon logistics and group, your event may require an Automated External Defibrillator (AED) and a person who is trained in Cardiopulmonary Resuscitation (CPR) to be available. Upon review, Broome County Security Division will provide a person trained in these protocols if the event requires such.

## **Health Department Requirements/Concessions**

Certificates and permits may be required:

1. Temporary food service permits are needed from Broome County Department of Health for the sale of or preparation of food during the event. Contact Victoria Perkins, Senior Public Health Sanitarian at Broome County Health Department to confirm. ([Victoria.Perkins@broomecounty.us](mailto:Victoria.Perkins@broomecounty.us)) (607-778-3913).
2. Cooking may require Operating Permits that would need approval from the fire bureau.
3. Food trucks may be requested and must obtain a Broome County Food Truck Permit from the Parks Main Office.

## **Electricity**

1. Consult the park manager concerning the availability of electricity at the requested location(s).

## **Parking/Responsibility**

1. Parking will be permitted in designated areas only. When all spaces are filled, park management may allow for overflow parking (park management/security will designate overflow parking areas).
2. The park shall be left in the same condition it was found. The cost of restoring the park to its original condition will be billed to the person signing the permit application.

## **Park Contact Information**

Broome County Parks Main Office: phone (607) 778-2193; fax (607) 778-2356

Broome County Parks Email Address: [bcparks@broomecounty.us](mailto:bcparks@broomecounty.us)

### *Aqua-Terra Wilderness Area:*

Main Office: (607) 778-2193

### *BAGSAI:*

Park Office: (607) 778-2193

### *Dorchester Park:*

Park Office: (607) 692-4612

Park Fax: (607) 692-4675

### *Greenwood Park:*

Park Office: (607) 862-9933

Park Fax: (607) 862-4660

### *Nathaniel Cole Park / Hawkins Pond Nature Area:*

Park Office: (607) 693-1389

Park Fax: (607) 693-3601

### *Otsiningo Park / Grippen Park / Roundtop Park:*

Park Office: (607) 778-6541

Park Fax: (607) 778-2223

## **Tourism Initiative**

### *Broome County Government*

Beth Lucas, Director of Planning for Broome County:  
(607) 778-2200, [beth.lucas@broomecounty.us](mailto:beth.lucas@broomecounty.us)

### *City of Binghamton*

Joel Boyd, Assistant Director of Economic Development for the City of  
Binghamton: (607) 772-7161

### *Greater Binghamton Chamber of Commerce*

Judi Hess, Director of Visit Binghamton, Chamber of Commerce:  
(607) 772-8860, [judi@visitbinghamton.org](mailto:judi@visitbinghamton.org)

### *Binghamton University Contact*

Laura Holmes, Director of Entrepreneurship & Innovation Practices:  
(607) 777-5871, [laholmes@binghamton.edu](mailto:laholmes@binghamton.edu)

**Visit Binghamton** is the official tourism promotion agency for Broome County. Please add your event to their website: [www.VisitBinghamton.org/events/submit-your-event/](http://www.VisitBinghamton.org/events/submit-your-event/) and contact Judi Hess for additional marketing opportunities.

**BingPop's** mission is to be a small-town growth accelerator--to utilize new media tools and a pop sensibility to freshen Binghamton's image. BingPop exists to give all of us the tools to rebuild, rebrand, and reconnect in an age when people are just beginning to relearn the charm of small town living in an intimately connected world. Please add your event to their website: <https://bingpop.com/add> and contact [joshuab@bingpop.com](mailto:joshuab@bingpop.com) for additional marketing opportunities.

### **Would you like to be included in Broome County Park's & Go All Out Marketing?**

  

Yes, include and add Broome County Parks and associated parks as hosts to FB event

No

Link for Facebook Event: \_\_\_\_\_

Specific post to share: \_\_\_\_\_

*Go All Out* is a wellness initiative sponsored by Broome County that promotes physical activity and community involvement. The Go All Out initiative helps make public knowledge of all different areas, parks, and outdoor recreation more accessible to the public with interactive maps and guides on their website.

### **Feel free to reach out to one or more of these community calendars to inform the public of your event**

**Binghamton Homepage**      <http://www.binghamtonhomepage.com/community/>

**Binghamton University Calendar**      <https://www.binghamton.edu/apps/calendar/>

**Bing Pop Calendar**      <https://bingpop.com/>

**Visit Binghamton Calendar**      <http://www.visitbinghamton.org/events/>

**Press Connects Calendar**      <http://events.pressconnects.com/>

**What's Going On Binghamton Calendar**      <https://www.whatsgoinsonbinghamton.com/events>

**Greater Binghamton Chamber of Commerce Calendar**      <http://business.greaterbinghamtonchamber.com/events/>