



**Department of Parks, Recreation and  
Sports, and Cultural Resources**

1130 Old Town Road Coram, NY 11727  
(631) 451-6100 FAX (631) 451-6980

PK-07 rev. 4/04

PLEASE TYPE OR PRINT CLEARLY

DATE:

1. **RESIDENT FILING PERMIT FEE: \$25.00** payable to **TOWN OF BROOKHAVEN** in check or money order (non-refundable)  
**NON-RESIDENT FILING PERMIT FEE: \$100.00** (non-refundable))

2. Permission is requested to use: \_\_\_\_\_

**CHECK ONE:**     Picnic                       Field Trip                       Meeting

3. NAME OF SPECIAL EVENT:

4. DAY & DATE REQUESTED:

RAIN DAY AND DATE:

5. HOURS FROM:

HOURS TO:

6. PROJECTED ATTENDANCE:

7. APPLICANT'S NAME:

8. ORGANIZATION:

9. STREET ADDRESS:

10. TOWN:

13. DAYTIME TELEPHONE:

14. REMARKS:

**\*\*\*TOWN CODE STIPULATES NO NOISE OVER 50 DECIBELS.\*\*\***

I HAVE READ THE ABOVE AND AGREE TO THE CONDITIONS.

15. APPLICANT'S SIGNATURE:

**If there are any problems/emergencies, call Ed Gregory at (516) 315-3793 or Don Mullholland at (631) 315-6235 or page  
Marty Crispino at (631) 233-0262  
OFFICE USE ONLY**

Received of:

Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_ Permit Number \_\_\_\_\_

APPROVED:

STAFF SIGNATURE:

\$25.00 resident (\$100.00 non-resident) permit fee payable to **TOWN OF BROOKHAVEN** by check or money order.  
**NO** permits will be considered without the **permit fee**.

Advanced group permits are required for **ALL** groups, agencies and organizations.  
Applications are accepted at the Administration Office, 1130 Old Town Road, Coram, NY 11727  
**at least three (3) weeks prior to the event.**

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**BEACHES – Off-Season Restroom Access Fee - \$25/hour. Staffed by employee.**

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**HOLTSVILLE PARK**

Permit covers the use of playground, play area, jogging trail and gazebo. The animal preserve, greenhouses, information center, meeting rooms and grounds of Ecology Site are **NOT** included in this request; permission for special events for those areas must be made through the Ecology Site office at 758-9664, Monday through Friday, 9:00 AM to 3:00 PM. Restrooms located at the park concession are closed October 1<sup>st</sup> through end of April. Restrooms available at Ecology Building only during this time.

**PICNIC TABLES & GAZEBO ARE ON A FIRST COME, FIRST SERVE BASIS**

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**NO ALCOHOLIC BEVERAGES**

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**NO CAMPING**

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**NO OPEN FIRES**

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**NO LITTERING**

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**NO FOOD OR BEVERAGES MAY BE OFFERED FOR SALE IN A BROOKHAVEN TOWN PARK  
EXCEPT BY LICENSED VENDORS WITH APPROVAL OF THE COMMISSIONER**

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**NO SMOKING IN PUBLIC BUILDINGS**

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**MOBILE RIDES ARE PROHIBITED ON PARK PROPERTY**

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**Use of park facilities by profit making companies ..... \$500.00 per day**