



**New York State
Parks, Recreation and
Historic Preservation**

**2025 Special Activity Permit Application
FDR State Park, 2957 Crompond Rd, Yorktown Heights, NY 10598
(914) 245-4434 or FDRSP@parks.ny.gov**

Name of Event: _____

Date of Event: _____ Start Time: _____

Event Location (shelter or area within the facility): _____

Number of participants expected: _____

Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Description of Event: _____

2025 Special Activity Fees are based on size of event.

0-499 participants	\$500.00
500-999 participants	\$1,000.00
1,000-1,499 participants	\$1,500.00
1,500-1,999 participants	\$2,000.00

VUF: Vehicular Use Fee must be paid at time of entry. Granting of this Permit implies no waiver of normal Vehicular Use Fees. It is the responsibility of the Permittee to ascertain when vehicular use fee is in effect.

Liability Insurance: *In addition to the event entity, all vendors require insurance.*

Permittee must provide a valid insurance certificate containing Commercial General Liability Insurance with a limit of not less than one million dollars (\$1,000,000) for each occurrence and General Aggregate in the amount of two million dollars (\$2,000,000). The wording under “*Certificate Holder*” should read: **OPRHP 625 BROADWAY ALBANY NY 12226.** The “*Additional Insured*” box should read: **THE STATE OF NY, STATE PARKS AND THEIR OFFICERS, EMPLOYEES AND AGENTS ARE INCLUDED AS ADDITIONAL INSURED**

Walks and Races: Please submit detailed plans including course map, location of first aid stations, water stations.

Alcohol permits are required for all groups of 25 persons or more if alcohol is served. Will your group need an alcohol permit? ☐ Yes ☐ No

PLEASE NOTE: If your party is being catered and the caterer will be serving alcoholic beverages, the caterer must possess a valid Liquor License and apply for and obtain an Off-Premises Permit for the specific date and location of the event.

Refuse/Garbage: your group is responsible for cleaning up during and after the event. All garbage is to be removed. Picnic and parking areas must be cleaned prior to your group's departure or when requested by a park representative. Excessive refuse and clean up costs may be billed to group contact above. **Large groups Over 400 people must rent their own dumpster.**

Parking – do not drive or park in restricted areas, on the grass or on service roads. All vehicles are to be parked in parking lots in designated spaces.

Signs: With written permission, “lawn type signs” may be placed. Signs may not be attached with nails to any structure. Signs shall be placed immediately prior to the event and must be removed immediately following the event. Advertising posters must be approved in advance by Park or Site Managers.

Weekends - ***We do not permit special events on weekends from early June through Labor Day.***

Non-Exclusive Use – We do not permit exclusive use of any area or facility. Park is open to the public.

Picnic Areas may be reserved separate from this Special Activity Permit Application. Please visit <https://www.reserveamerica.com/explore/franklin-d-roosevelt-state-park/NY/2128/overview> and click on “Book a Pavilion”. Note, not all picnic areas actually have Pavilion structures, only Area 3B, 4B and 6C have shelters. The rest are just reservable picnic areas. *There are NO electric hookups at any site.* Prices as follows:

Area	Maximum # of People	Fee
1A	150	\$97.25
1B	150	\$97.25
1C	150	\$97.25
1D	150	\$97.25
1E	150	\$97.25
2A	250	\$157.25
2B	200	\$157.25
2C	150	\$97.25
2D	200	\$127.25

Area	Maximum # of People	Fee
3A	250	\$157.25
3B *S	250	\$257.25
3C	Not reservable	
3D	Not reservable	
4A	150	\$97.25
4B *S	300	\$357.25
4C	150	\$97.25
4D	150	\$97.25

Area	Maximum # of People	Fee
5A	Not reservable	
5B	250	\$157.25
5C	200	\$127.25
5D	100	\$67.25
5E	300	\$187.25
6A	250	\$157.25
6B	200	\$127.25
6C *S	250	\$257.25
6D	200	\$127.25
6E	200	\$127.25
6F	30	\$37.25

PERMITTEE: I certify that the above stated conditions are understood and will be complied with upon approval of this application. I understand an addendum may be attached listing additional terms and conditions upon review by OPRHP staff.

Permittee Signature: _____

Date: _____

Facility Manager Approval: _____

Date: _____ **Separate**

Permits That May Be Required

Each of the following activities require a separate permit and insurance. Applications must be submitted 30 days PRIOR to the event, or they may not be approved. **YOU** are responsible for making sure the facility receives a separate Certificate of Insurance for each activity from each vendor.

1. **Amplified Sound/Music** including bands, DJs, large speakers ☐ Yes ☐ No
2. **Tents** – anything larger than 10x10 pop-up style or the use of a rental company or anything requiring stakes require call before you dig (811) and codes inspection. ☐ Yes ☐ No
3. **Caterers - staying to cook or serve.** Caterers cooking or serving on premises require permit and insurance. ☐ Yes ☐ No
4. **Caterers – dropping off food only.** Caterers dropping off food, but not staying to cook or serve require permit, but do not need insurance. ☐ Yes ☐ No
5. **Adequate Toilet Facilities** are required for very large events. Please contact the Facility Manager for porta-potty requirements for any group over **300 persons**. ☐ Yes ☐ No
6. **Roadway events:** for races and walks or other event that may request use of any roadway or parking lot, please contact the Facility manager for specific traffic control requirements. ☐ Yes ☐ No
7. **Commercial Film Permits** – please contact Janeen Martin (845-889-3818) ☐ Yes ☐ No
8. **Unmanned Aircraft** (drones) – please contact Janeen Martin (845-889-3818) ☐ Yes ☐ No
9. **Polar Ice Plunge** **MUST BE APPROVED BY PARK MANAGER AND MAY REQUIRE ADDITIONAL PERMITTING/INSURANCES ** ☐ Yes ☐ No
10. **First Aid:** Large events over **300 persons** may require First Aid station, ambulance and/or Emergency Action Plan.
11. **Park Staff Assistance** – Large events, after hour events, events involving water may require park staff (lifeguards, park police, security, maintenance etc.). Facility Manger will advise. Additionally, our assistance with set up, table arrangements etc. may be requested. All staff hours will be billed following the event. Contact Facility Manager for more information.
12. For all other inquires not addressed above, please contact the facility manager at (914)245-4434.