



Hudson River Park Trust

Thank you for your interest in applying for field time at Hudson River Park.  
Please read this package carefully and submit your application and the \$25 processing fee.

## 2010 SEASONS

Winter	December 7 – March 7 (2009/2010)
Spring	March 8 – June 27
Summer	June 28 – September 5
Fall	September 6 – December 12

## OPERATING HOURS

### Monday – Friday

6:00am – midnight

Slots are issued in 1.5 hour sessions

### Saturday - Sunday

6:00am – 6:00pm

Slots are issued in 2 hour sessions

6:00pm – midnight

Slots are issued in 1.5 hour sessions

## FEE STRUCTURE\*

	<u>Pier 40 Indoor Field</u> 15yds wide x 21yds long	<u>Pier 40 Rooftop Field</u> 40yds wide x 70yds long	<u>Pier 40 Courtyard Field #1 - East</u> 65yds wide x 110yds long or Softball/Little League (60' bases)	<u>Pier 40 Courtyard Field #2 - West</u> 65yds wide x 110yds long or Baseball (90' bases)	<u>Chelsea Waterside Park Field</u> 32yds wide x 60yds long
Youth Organizations (Ages 17 and under)*	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
Adult & Corporate Teams/Leagues*	—	\$100 per session	\$100 per session	\$100 per session	\$100 per session

\*Please note that a **\$25 non-refundable processing fee** must be submitted with every recreation field application including those for youth organizations and educational institutions. **NO EXCEPTIONS!**

## APPLICATION PROCEDURES

1. All groups using the Pier 40 Recreation Fields and/or the Chelsea Waterside Park Field must obtain a written permit from Hudson River Park Trust (unless otherwise posted). A separate application is required for each field request, per season (Pier 40 Indoor Field, the Pier 40 Rooftop Field, each of the Pier 40 Courtyard Field, and the Chelsea Waterside Park Field).
2. Applications for the sessions may be submitted no more than six (6) months in advance of the start of each season. Each season is booked separately – you cannot reserve a time slot for multiple seasons, and you are not guaranteed sessions in concurrent seasons. Fields are booked on a seasonal basis and for a full session, not on a per day basis.
3. One (1) individual must be designated to file the application and serve as contact for all permit issues.
4. **A non-refundable \$25 Processing Fee must be submitted with each application**  
Make checks payable to: HUDSON RIVER PARK TRUST; they can be dropped off or mailed to: Hudson River Park Trust, attn: Director of Recreation, Pier 40 – 353 West St., 2<sup>nd</sup> Floor, NY, NY 10014. No cash or credit cards accepted.
5. If your group charges fees to its participants, please include a copy of the fee structure with your application. League teams must attach copies of their league guidelines and by-laws.
6. Youth Organizations will be given priority for weekend days and weekday after-school sessions.
7. Session Fees for Adult Groups are due within ten (10) business days of notification that a permit has been issued, and no less than 24hours in advance of field use in cases of late bookings.
8. Applying for a permit in no way guarantees that the requested times/fields will be granted. Hudson River Park Trust reserves the right to use its discretion to determine how many and which hours each team/organization may receive.
9. Hudson River Park Trust reserves the right to use its discretion to close fields or cancel permits without notice.

## INSURANCE REQUIREMENTS

In order to obtain a permit all applicants, after receiving notification of availability, must provide the appropriate insurance as required by HRPT. This policy, as listed below, should name the Hudson River Park Trust as the certificate holder and list the group of city and state organizations as additionally insured. Failure to provide this policy will disallow the issuance of any permit.

*\*The Permittee, at their expense and for the term of the permit, shall furnish and show evidence of Commercial General Liability Insurance coverage in the amount not less than \$1 million (combined property damage and/or bodily injury including death) single limit per occurrence with unlimited occurrences. Commercial General Liability insurance, maintained with an insurance carrier authorized to do business in New York, shall name the Hudson River Park Trust, the People of the State of New York, the New York State Executive Department, the New York State Office of Parks, Recreation and Historic Preservation, the New York City Region of State Parks, Recreation and Historic Preservation Commission, the Department of Environmental Conservation, the City of New York, the New York City Department of Parks and Recreation, and each of their commissioners, officers, agents, employees, successors and assigns as additional insureds thereunder.\**

## PERMIT INSTRUCTIONS

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### All invoices must be paid in full prior to the issuance of any permit

1. Authorized permits must be in possession of the participating group at each session granted and the Permittee must confine their activities to the locations and times specified on the permit.
2. The Permittee shall remain subject to the Hudson River Park Rules and Regulations, the specific terms of the permit, and to all rules, regulations and laws of the City, State and Federal departments insofar as applicable.
3. Permits may not be transferred, sold or duplicated. Any violation of this provision may result in revocation of all permits issued to the Permittee.
4. Permits do not give the Permittee the right to sell or offer for sale any articles, tickets or refreshments within or adjacent to the Park. All sales require a separate Permit issued by Hudson River Park Trust. For more information call 212-627-2020.
5. To ensure that as many groups as possible are able to use the fields, the following policy is in effect:
  - a. Groups are expected to use the Fields on the date(s) and time(s) specified in their permits.
  - b. For all teams: minimum numbers of players expected to use the fields during each session are twelve (12) for the Indoor Field and twenty (20) for any of the Outdoor Fields.
  - c. Permittees should call the Pier 40 Recreation Office a minimum of twenty-four (24) hours in advance if unable to use the assigned sessions so HRPT can try to accommodate other applicants.
  - d. Permits for any groups who cancel, do not use, or under use the granted sessions three (3) or more times during the season may be subject to the revocation of remaining permits and potential disqualification from future seasons of play.

## RECREATION RULES & REGULATIONS

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1. The Permittee is responsible for the conduct of anyone playing under their authorized permit and will be liable for damages to persons or property arising from such conduct.
2. Pamphlets, handbills or advertising material of any kind may not be posted, placed or distributed at the fields, unless written permission is granted by Hudson River Park Trust.
3. No alcoholic beverages, barbecuing, excessive noise, pets, smoking, rollerblading, riding scooters, skateboarding or bicycling allowed on or adjacent to field areas.
4. Littering is prohibited. The Permittee is responsible for cleaning and restoring to its proper condition all areas of the Park affected by the Permittee's use.

5. Bagged lunch/snacks may be consumed off the fields and along the sidelines during your organizations permitted time, but additional gathering permits may be required. Please speak with the Public Programs Coordinator for more details to insure you will not be in violation of your Field Permit.
6. Moving bleachers onto the field from their current sideline location is strictly prohibited.
7. Pitchers mounds and soccer goals may be moved to the side of the fields when not being used, but they must NOT be removed from the fields. They must remain on the turf at all times.
8. An adult must supervise all Youth Organizations ages 17 and under at all times. Minimum of one adult per 12 children.
9. All children who are not participating in on-field play must be supervised by a parent or guardian while on the grounds of Hudson River Park.
10. Permittee must vacate the premises **PROMPTLY** at the ending time stated on the official permit or face revocation of permit – **NO EXCEPTIONS!**
11. Turf or molded cleats only.
12. Marking of the fields or any other field maintenance is strictly prohibited.
13. Hudson River Park Trust is not responsible for personal property.
14. Hudson River Park Trust reserves the right to close the Fields for emergencies, safety purposes and/or when field conditions or maintenance issues necessitate, or cancel permits without notice.
15. Hudson River Park Trust reserves the right to require Permittee to post a bond or other security to ensure compliance with these rules.
16. Permits may not be transferred, sold, duplicated or amended by anyone without written approval from the HRPT recreation dept. Any violation of this provision may result in revocation of some or all permits issued to the Permittee.
17. Violation of any rules may result in revocation of all permits and/or other sanctions including a summons to appear in civil court or criminal court.

**Mail Application to:**  
Director of Recreation  
Hudson River Park Trust  
Pier 40 – 353 West Street– 2<sup>nd</sup> Floor  
New York, NY 10014



**For Office Use**  
**Only**

Proc'd By: \_\_\_\_\_  
Date Proc'd: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_

**APPLICATION FOR FIELD USE**

Separate applications are required for each field for each season.

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Organization Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

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Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Type of Organization:    \_\_\_ Youth Organization                    \_\_\_ School  
                                     \_\_\_ Adult Team/League                    \_\_\_ Business/Corporation

Age of Participants:    \_\_\_ 10 and under    \_\_\_ 11-14    \_\_\_ 15-17    \_\_\_ 18 and over  
Gender of Participants:    \_\_\_ Female            \_\_\_ Male            \_\_\_ Co-Ed

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Would you be willing to share the field with other groups during practice sessions? \_\_\_\_\_  
What fields have you used in the past?: \_\_\_\_\_  
Did you seek other fields this year?: \_\_\_\_\_  
Their response?: \_\_\_\_\_

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**A \$25 Processing Fee (non-refundable) must be submitted with each application. No cash or credit cards accepted. Please make checks payable to: Hudson River Park Trust**

I have read all the terms and conditions contained in the application and its supporting documents and agree to comply with them. I understand that my group and/or I will be held responsible in accordance with the terms and conditions of the application and permit. I understand that submitting this application does not guarantee the granting of requested permits.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

