

Inc. Village of East Hampton  
86 Main Street  
East Hampton, NY 11937  
631-324-4150  
631-324-4189 Fax  
[www.easthamptonvillage.org](http://www.easthamptonvillage.org)

## Special Event Application and Permit

Chapter 139 of the Village Code  
Please submit 21 days prior to event

### 1. Applicant Information:

Name: \_\_\_\_\_  
Name of Organization if applicable: \_\_\_\_\_  
Are you the property owner? Yes \_\_\_ No \_\_\_  
Mailing address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
How would you like to receive your permit? \_\_\_\_\_

### 2. Event information:

Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
Anticipated number of attendees (include guests and staff): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Property Owner or Business Name: \_\_\_\_\_  
SCTM Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### 3. Type of Special Event (check appropriate category):

**Residential - held at a private residence/zoned residential**

If using a Village beach parking lot for parking, a security deposit, fee(s) and liability insurance apply.

**Commercial - held at other than a private residence/zoned residential**

If using public property, a security deposit, fee(s) and liability insurance apply; occupancy limits may also apply.

**Public - held at a public park, beach or other publicly owned property open to the public**

A security deposit, fee(s), and liability insurance apply; occupancy limits may also apply. Beach rules are attached to the application. If using Herrick Park attach a sketch showing layout (tables, staging, seating, etc.) and a narrative of what is going to take place. If multiple dates, then list on a separate sheet.

**Parade/Walk-Run - held at a public park, beach or other property open to the public** You must submit a map depicting the route of the event; a security deposit, fee(s), and liability insurance apply. Beach rules are attached to the application.

**Catered Event – any number of people - held at a public park, beach or other property open to the public** – Caterers must have an Annual Village License. A security deposit, fee(s), and liability insurance apply.

4. Are you a professional fundraiser as defined in Section 171-a of the New York State Executive Law? Yes \_\_\_ No \_\_\_

5. Are you the contact person or the designated agent for the special event?  
Yes \_\_\_ No \_\_\_ If yes, you will be the person Village Officials contact at the time of the event, if necessary. If no, who will be the designated agent?  
Name: \_\_\_\_\_ Cell number: \_\_\_\_\_

6. Will there be catering on **public property**? Yes \_\_\_ No \_\_\_  
If yes, caterer is required to have an annual license issued by the Village of East Hampton  
Company Name: \_\_\_\_\_  
Village License #: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact's cell number: \_\_\_\_\_

7. Does your event require security? Yes \_\_\_ No \_\_\_  
If yes, you need to fill out a Private Security Form (attached to this application) and receive approval from the Police Department

8. Will your event have outdoor loudspeakers or music (live or recorded)?  
Yes \_\_\_ No \_\_\_ If yes, please describe use of loudspeakers and/or music:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**Please note that the Village's noise ordinance is in effect from 11 p.m. to 7 a.m. pursuant to Chapter 196 of the Village Code.**

9. Are you serving alcohol? Yes \_\_\_ No \_\_\_ If yes, a special event license from the New York State Liquor Authority may be required – please visit <http://www.abc.state.ny.us/> or call 212-961-8385 for information. No open containers of alcoholic beverages are permitted on any public highway, street, parking lot, sidewalk or vacant land areas of the Incorporated Village of East Hampton pursuant to Chapter 211 of the Village Code, unless otherwise specifically permitted.

10. Number of anticipated vehicles of attendees and staff: \_\_\_\_\_ Indicate where vehicles will be parked (e.g. solely on private property, on the street, beach parking lot, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Also indicate any and all restrictions or limitations contained in any deed or covenant or if a natural feature such as protected vegetation or wetlands. **Vehicles may not block driveways or fire hydrants; vehicles shall park off the paved portion of any street**

**in the same direction of the flow of traffic; you must comply with parking regulations unless an exemption is granted.**

11. Are you transporting cars or attendees to or from the event? Yes \_\_\_ No \_\_\_  
You may be required to provide additional information.
12. Are you using a parking valet service? Yes \_\_\_ No \_\_\_ If yes, please provide:  
Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Cell number: \_\_\_\_\_
13. Are you erecting a tent? Yes \_\_\_ No \_\_\_ If yes, you need to fill out an Application for a Tent Permit (attached to this application) and receive approval from the Fire Marshal.
14. What on-site sanitary facilities will be provided? \_\_\_\_\_  
**If event is held at a beach and there are no public restrooms, facilities will have to be provided if the event is more than 25 people, including the catering staff or held at a beach with bathrooms available.**

**Non-refundable Application fees:**

- Fees are not charged for residential Special Event Permits
  - Application fees are established by a resolution of the Village Board of Trustees
  - Application fees are non-refundable
  - **Application fees apply to special events that are to be conducted on PUBLIC PROPERTY as follows (choose one):**
- \$0 Village resident or Village EMS Personnel (active or exempt) 49 people or less, not catered \_\_\_\_\_
- \$100 Village Resident or Village EMS Personnel (active or exempt) 50 or more people, not catered \_\_\_\_\_
- \$500 Village Resident or Village EMS Personnel (active or exempt) catered, no matter how many people \_\_\_\_\_
- \$500 Non-Resident, 50 or more people, not catered \_\_\_\_\_
- \$1000 Non-Resident, catered, no matter how many people \_\_\_\_\_
- \$250 Per day for use of a Village Parking Lot; parking is only allowed after 6 p.m. at any of the Village beach parking lots.

**Security deposit: A Security Deposit of \$500 applies to all applicants who use a public park, beach, or other property which is open to the public (submit a separate check for the permit fee, payable to the Village of East Hampton).** A public property special event, a parade/walk-run special event, or if you are using public property, you are required to submit a letter of credit, bond or other suitable security instrument in amount to be determined by the Village Administrator upon consultation with the Chief of Police and the

Department of Public Works. **The Special Events permit will not be issued until the security deposit is provided.**

**Liability Insurance:** If this is a public property special event, a parade/walk-run special event, or you are using public property, you must submit a comprehensive liability insurance policy, insuring the applicant against liability for damage to persons or property, within limits of not less than \$1,000,000 per occurrence (bodily injury/property damage) and \$2,000,000 aggregate, which policy shall name the Village as an additional insured and shall not be cancelable without at least 30 days' prior written notice to the Village. Additional comprehensive liability insurance policies, naming the Village as additional insured, may be required.

- You can obtain an insurance certificate from your homeowner's insurance company
- Certificate holder box should read: Village of East Hampton  
86 Main Street  
East Hampton, NY 11937
- The description of operations box should read "The Village of East Hampton is included as an additional insured for the use of (indicate location of public property) for (date of event).

**Cost reimbursement:** Where the expected number of persons or the duration of the event or parade or gathering may impact the health, safety and welfare of the public, the Village Administrator may require the applicant to reimburse the Village for costs of increased police protection, public safety oversight, and public works facilitation.

### **Applicant Acknowledgement**

- I have answered the foregoing questions to the best of my knowledge and believe and swear that the answers contained in this application are true and accurate.
- I understand that it is my responsibility to ensure that patrons, licensees, and/or invitees of the special events gathering, or those engaged in conducting the same, do not trespass upon any adjoining property or premises.
- I understand that it is my responsibility to comply with the Americans with Disabilities Act of 1990 (41 U.S.C. 12181) pursuant to Article II of Chapter 104 of the Village Code.
- I understand that smoking or vaping on any Village property is prohibited.
- I understand that I am responsible for **removing any garbage, refuse and debris from the public property including all bonfire debris and shall not leave any such material in the public receptacles, parking lots, or anywhere on a public premise.**
- I acknowledge that Chapter 139 of the Village Code entitled Special Events is the controlling legislation for the regulation of special events in the Village of East Hampton and that the issuance of a permit pursuant to this application requires compliance with all provisions and regulations within.
- I further acknowledge that the issuance of a permit pursuant to this application is not a waiver for any activity prohibited by law, and as a condition of any permit issued, compliance with all provisions of the East Hampton Village Code, as well as applicable State and Federal Law, is required.
- I hereby acknowledge that the permit must be kept available on the premises during the event, available for inspection by a Police Officer or other Code Enforcement Officer of the Village of East Hampton upon request of such officer.

- I also hereby agree to indemnify and hold harmless the Village of East Hampton, its officials, employees, agents, and other persons from and against all claims, costs, judgment, liens, encumbrances, and expenses, including reasonable attorney fees arising out of the acts or omissions or negligence of the applicant, its agents, employees, or sub-contractors, in connection with this application and any permit or gathering related to this application.
- Applicant acknowledges that if any portion of this event shall take place on property under the jurisdiction of the Trustees of the Town of East Hampton, the applicant must apply for and obtain permit from that body. [trustees@easthamptonny.gov](mailto:trustees@easthamptonny.gov), or 631-267-8688.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

.....  
For Official Use Only

Special Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by Police Department: \_\_\_\_\_  
 Reviewed by Code Enforcement: \_\_\_\_\_  
 Reviewed by Department of Public Works: \_\_\_\_\_  
 Reviewed by Beach Manager: \_\_\_\_\_

Insurance supplied: Yes \_\_\_  
 Security Deposit: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Application Fee: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Cost Reimbursement: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Village Administrator

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

## Beach Rules

- No private event may take place prior to 6:00 p.m. from Friday of Memorial Day weekend through and including Labor Day of each year.
- Any event of 25 people or more held at a Village Beach that does not already have public bathrooms must provide facilities.
- Private events must end by 11:00 p.m. from Friday of Memorial Day weekend through and including Labor Day of each year.
- Per Chapter 77-4(O) of the Village Code, no person shall make unreasonable noise on the beach or permit such noise from a radio, vehicle or other instrument under his control.
- No cooking, open fires, or grills are permitted on the deck of the Main Beach Pavilion or within a distance of 100 feet of said building or within any lifeguard protected designated area during the hours of 9 a.m. through 6 p.m. beginning the Friday of Memorial Day weekend through and including Labor Day of each year.
- Alcohol is prohibited during the hours of lifeguard protection and from 9 am through 5 pm from May 15<sup>th</sup> through September 15<sup>th</sup> of any year unless otherwise specifically permitted.
- Bathrooms may be opened for private events for a fee of \$25 per hour; payment must be received prior to the event. Arrangements must be made through the Main Beach office (631-324-0074) to determine staff availability, and if so, payment must be received by Village Hall located at 86 Main Street. Checks are payable to the Village of East Hampton.
- A Special Events permit for Main Beach does not entitle an applicant to the exclusive use of the pavilion or to any other portion of the facility and applicant may not encumber facility so that the public is unable to pass as necessary.
- It is the responsibility of the applicant to remove all garbage, refuse and debris at the conclusion of the event, including all bonfire debris.
- No skateboarding or rollerblading on parking lots, sidewalks or road ends adjacent to the pavilion.
- No smoking or vaping on the Village's beach pavilion, beach parking lots, or on the beach within 300 feet of the road end, and/or within 20 feet of any other person on the beach.
- Access to indoor locker areas is for locker permittees only.
- No beach fire shall be set, started, kindled, or maintained prior to 6 p.m. and must be fully extinguished prior to 12:00 midnight.
- All fires must be contained in a metal container and all wood remains must be removed from the beach.
- No person shall start or maintain a fire with any fuel other than firewood; the use of construction materials is prohibited.
- Fires (including tiki torches) shall not be started or maintained less than 50 feet from any beach grass, vegetation, tent, or fence less than 150 feet from any building or structure nor within 250 feet of any posted water-bird nesting colony.
- No fire shall be greater than two feet in any dimension, including flame.
- No fire shall be left unattended; all fires shall be under constant watch.
- No fire shall be kindled or maintained if the prevailing wind velocity exceeds 15 miles per hour.
- All fires must be completely extinguished with as many buckets of water as necessary; no person shall extinguish the fire or embers by covering it with sand.
- East Hampton Village reserves the right to shut down any event at any time for any violation of these rules or for failing to comply with Village Code.

Inc. Village of East Hampton  
Village Police Department  
1 Cedar Street  
East Hampton NY 11937

631-324-0777 - Phone

631-324-0702 - Fax

**Private Security Form**  
**(To be filed by security Company)**

**All security firms must be licensed with the NY Department of State**

Date of Event \_\_\_\_\_

Owner of Property \_\_\_\_\_

Address of Event: \_\_\_\_\_

Name of Security Company: \_\_\_\_\_

Company Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Contact: \_\_\_\_\_

**Person MUST be at event**

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

NYS License Number: \_\_\_\_\_

Number of Uniformed Security officers: \_\_\_\_\_ Plain Clothes: \_\_\_\_\_

Security officers armed? Yes/No

**(If yes, list names/DOB/license number on reverse side)**

Insurance Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Notes/Security Plan: \_\_\_\_\_

Signature of Security Company

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Approved [ ] Denied

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Village of East Hampton  
 1 Cedar Street  
 East Hampton N.Y. 11937  
 Department of Fire Prevention  
 Telephone: 631-324-0763 Fax 631-324-0116  
 Email: [kcollum@easthamptonvillage.org](mailto:kcollum@easthamptonvillage.org)

**TENT PERMIT**

TENT PERMIT PROVIDE THE FOLLOWING: Incomplete applications will not be issued a permit. Please make sure all documentation is submitted.

1. \*\*\* Make check payable to the Village of East Hampton.
2. \*\*\* Provide a detailed site plan indicating all tent locations and dimensions to all surrounding items within (20) feet of tent.
3. \*\*\* If more than 50 people are attending provide a detailed interior plan as per NYSFC (2020 edition) section 3103.6
4. \*\*\* Provide affidavit(s) in accordance with NYSFC (2020 edition) as per section FC3104.2 and FC 3104.4

**SPECIAL REQUIRMENTS:**

1. Tents are to have 12 feet clear on all sides for a fire break per NYSFC (2020 edition) section FC3103.8.6
2. There is NO COOKING under the tent(s) without specific written approval by the Fire Marshal.
3. Provide free and clear egress from the tent, exits shall be marked and maintained as per NYSFC (2020 edition) section FC3103.12.
4. NO tent(s) shall be installed in driveways that will obstruct any access to the house and or other properties or structures.
5. Open flame devices shall not be allowed inside or within (20) feet of the tent. Includes candles, tiki torches or similar devices.
6. ALL DECORATIONS INSIDE THE TENT SHALL BE FLAME RESISTANT in accordance with NYSFC (2020 edition) section 3104.2 and 3104.4.
7. Electric wiring & equipment shall conform to the NFPA 70 2017.
8. Tent Fire extinguisher(s) shall be hung in a visible and accessible location and be provided in quantities as required by NYSFC 2020 FC 906.
9. Tent permits must be conspicuously posted and readily available for viewing when requested by any CEO.
10. \*\* All elevated platforms used will require a NYS licensed PE stamp/seal approval certifying that the structural stability of the platform, imposed loads, handrails, stairs, ramps and all applicable provisions of the NYSBC Building and Fire Code (2020) are in compliance. Certification letter to be submitted prior to occupying and or loading the structure / platform.
11. Parties over 250 people and/or when required by the Fire Marshal shall be equipped with trained crowd / fire manager(s).
12. If temporary liquefied petroleum gas (LPG) is proposed for use on site a separate permit is required. Please submit both applications together.

All requested information shall be completely filled out and provided:

NUMBER OF PERSONS ATTENDING: \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

APPLICANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_

OWNER / TENANT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

TENT COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TENT SIZE \_\_\_\_\_

DATE(S) & TIME TENT(S) IS TO BE ERECTED: \_\_\_\_\_ WILL THE TENT(S) HAVE SIDES? YES / NO

DATE & TIME TENT(S) WILL BE READY FOR INSPECTION: \_\_\_\_\_

DATE(S) & TIME TENT(S) IS TO BE USED: \_\_\_\_\_

DATE(S) & TIME TENT(S) IS TO BE REMOVED: \_\_\_\_\_

Tent permit fees are based on the total square footage to be installed on site. Tents, canopies, marquees and other membrane structures shall all be included in the total square footage calculation.

Less than 1,500sq = \$100 1,500sq – 3,600sq = \$150 3600sq – 10,000sq = \$200 10,000 - 15,000 = \$250 15,000+sq = \$350 \* Late Fee (Application received less than 2 days prior to the installation date) = \$50

Total square footage = \_\_\_\_\_ Additional Fee(s) = \_\_\_\_\_ Total Payment = \_\_\_\_\_

*I the undersigned applicant have hereby read the conditions and understand that I am responsible to comply with all the regulations stated above including NYSFC (2020 edition) Chapter 31. I also hereby confirm that the property owner and authorized tenant have been made aware of this submitted application and have no objections with the Fire Marshal's Office issuing a tent permit and accessing the property to perform any required inspections for the above location during any reasonable hours. Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of the New York State Penal Law.*

Print full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(MAKE CHECK PAYABLE TO THE VILLAGE OF EAST HAMPTON)