



# Village of Southampton

23 MAIN STREET  
SOUTHAMPTON, NEW YORK 11968-4899  
Website: [www.southamptonvillage.org](http://www.southamptonvillage.org)  
Email: [info@southamptonvillage.org](mailto:info@southamptonvillage.org)

**APPLICATIONS MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO THE REGULARLY SCHEDULED BOARD OF TRUSTEE MEETING AT WHICH YOU WISH TO BE HEARD. ALL APPLICATIONS MUST BE COMPLETE, WITH INSURANCE CERTIFICATES ATTACHED.**

## Beach Event Permit Application

Date of Event \_\_\_\_\_ Time of Event from \_\_\_\_\_ to \_\_\_\_\_

Beach Location \_\_\_\_\_ Number of people attending \_\_\_\_\_  
(only one day per weekend allowed)

Applicant's Name and Address \_\_\_\_\_  
\_\_\_\_\_

Purpose of Event \_\_\_\_\_

Corporation Name (if any) \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_ Secondary Contact & # \_\_\_\_\_

Village Resident: yes \_\_\_ no \_\_\_ Village Property Owner: yes \_\_\_ no \_\_\_

Caterer (name/contact person) \_\_\_\_\_

\_\_\_\_\_ Valet Parking? yes \_\_\_ no \_\_\_

Valet Company name/contact person/phone # (if application): (submit service contract for this event)  
\_\_\_\_\_

Security Company name/contact person/phone # (if applicable): (submit service contract for this event)  
\_\_\_\_\_

Music System yes \_\_\_ no \_\_\_ if yes describe \_\_\_\_\_  
(please specify live band, disc jockey, cd player/radio, etc.)

Audio Equipment Company name/contact person and phone # (if applicable):  
\_\_\_\_\_

(needed if equipment not operated by applicant)

Tent or Structure? yes \_\_\_ no \_\_\_  
(separate permit required)

Approval #: \_\_\_\_\_

Bonfire? yes \_\_\_ no \_\_\_  
(separate permit required)

Approval #: \_\_\_\_\_

Temporary LPG? yes \_\_\_ no \_\_\_  
(separate permit required)

Approval #: \_\_\_\_\_

Restroom facilities needed? yes \_\_\_ no \_\_\_

Parking exemption needed? yes \_\_\_ no \_\_\_

Parking conditions: \_\_\_\_\_

Sanitation: Please state in detail the removal of refuse and provisions for sanitation facilities:

\_\_\_\_\_  
Note: removal of refuse and provisions for sanitation facilities are at the applicant's expense.

Estimated attendance & Fees:	Residents		Non-Residents
0-50 People	\$0.00		\$500.00 & \$2500.00 Deposit
51-99	\$100.00	&	\$500.00 Deposit \$1000.00 & \$2500.00 Deposit
100-199	\$250.00	&	\$500.00 Deposit \$2500.00 & \$2500.00 Deposit
200- 250	\$250.00	&	\$500.00 Deposit \$5000.00 & \$2500.00 Deposit

The undersigned is over 21 years of age, have read the guidelines, and agree to comply with them. I also agree to be responsible to the municipality for the utilization of the Village beach. and do hereby covenant and agree to defend, indemnify and hold harmless the Village of Southampton from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damages, to the extent permissible by law arising out of or in connection with the actual or proposed use of this Village of Southampton location.

Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of New York State Penal Law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print \_\_\_\_\_

**VILLAGE ADMINISTRATOR**

Certificate of Insurance _____	Event Fee _____	Amount _____	Deposit _____	Ck# _____
	Tent Fee _____	Amount \$550.00		Ck# _____
	Bonfire Fee _____	Amount \$75.00		Ck# _____
	Temporary LPG _____	Amount \$50.00		Ck# _____

Note: Additional fees apply if applications for the following are received less than 2 days prior to the event.

Tents: \$100.00                                      Bonfires: \$25.00                                      Temporary LPG: 25.00

**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**Village Administrator**

Submit all pages of this application including tent/ bonfire applications to Village Clerk's office.

## BEACH EVENT GUIDELINES

**Applications for events of 50 people or less are to be submitted to the Village Clerks Office by 12pm the business day before event.**

All beach activities must comply with Southampton Village Code.

No admission fees may be charged for functions conducted on Village property, and fund-raising activities are not permitted, except as approved in advance by the Board of Trustees.

Beach events may not use vehicles on the beach between the hours of 9am and 6pm, from June 15 thru September 15.

4 X 4 Vehicle Permits are required for drive-on access to village beaches.

Beach events are not to start before 6pm and must end (including cleanup of all refuse) by 11:59pm.

Beach events may not set up before 5pm and must be completely cleaned up before 9am on the following day. Note: 4x4 Vehicles with the proper drive-on permit are not allowed to drive onto the beach before 6pm and all trash must be removed from the beach at the conclusion of the event and shall not be left on site until the following morning.

Equipment trailers are prohibited on village beaches prior to events with the exception of set up prior to 9am and may not be left on the beach throughout the day.

Any Open Burning, Recreational Fires, Portable Fireplaces or Bonfires conducted on the beach will require a separate Bonfire Permit. A copy of the Bonfire application can be found at the following link:

<http://southamptonvillage.org/gallery/deptforms/41.pdf>

Any Tents, canopies, marquees and other membrane structures including ez-up style pop-up tents require a separate tent permit prior to installing any structures on the beach. The beach tent fee is \$350 which allows a maximum of (1) 40x80 and (1) 20x20 service tent as long as the beach during high tide provides a 30ft clear and unobstructed emergency vehicle access on both the north and south side of the tents. A copy of the tent application can be found at the following link: <http://southamptonvillage.org/gallery/deptforms/40.pdf>

The use of Temporary Liquefied Propane Gas (LPG) for heating, cooking or other uses with in the Village will require a separate permit. A copy of the LPG Temporary Permit Application can be found at the following link:

<http://southamptonvillage.org/gallery/deptforms/111.pdf>

Only service animals are permitted at a beach event.

It is the responsibility of the applicant to remove all garbage and debris and restore the event area to the condition in which it was found.

This application shall be accompanied by a Certificate of Comprehensive General Liability Insurance with limits of not less than \$1,000,000 per occurrence (bodily injury/property damage) AND \$2,000,000 aggregate.

The Village of Southampton must be named as an additional insured for this activity. Failure to supply the necessary insurance coverage will result in disapproval of this application. The Board of Trustees may require lower or higher limits of protection in the sole discretion of the Board of Trustees.

A copy of the Beach event permit must be at the event and be made available upon request.

Southampton Village reserves the right to shut down any event, at any time for any violation of these rules or failing to comply with Village code. The applicant further consents to an inspection of the premises by a police officer or other enforcement officer, upon request, for the purpose of ensuring that the terms and conditions of the permit are met and agrees to abide by any and all ordinances of the Village of Southampton, including, but not limited to Chapter 77 "Noise", Chapter 86 "permit parking", and Chapter 110 "vehicle and Traffic" of the Village of Southampton Code. Copies of the above-mentioned ordinances are available upon request.



Village of Southampton  
 23 Main Street  
 Southampton, NY 11968  
**DEPARTMENT OF FIRE PREVENTION**  
 Telephone 631 283-0247 Ext.152  
 Fax 631 283-0649  
 Email: dmcnamara@southamptonvillage.org

**DEAN McNAMARA**  
 Fire Marshal II

## Bonfire Permit Application

### Rules and Regulations:

1. The permit is valid for only the date, time and location listed on the permit. If you chose a different location or if on the date of the permit the weather did not cooperate there will be no refunds or permit extensions. Once you submit payment there are no refunds even if a permit has not yet been issued.
2. No alterations to a permit can be made once the permit application has been entered into the permit system. A new application/fee will need to be submitted.
3. The Fire Marshal may prohibit fires when unusually dry conditions exist or whenever atmospheric or other circumstances present an increased fire hazard and revoke the permit previously issued.
4. Fires shall not be started or maintained less than fifty (50) feet from any beach grass, vegetation, tents, fence, building property line or permanent structure and not within two hundred (200) feet of any posted or known water bird nesting colony and shall not be located within one hundred feet fifty (150) east or west of any vehicle or pedestrian access ramp or boardwalk.
5. No fire shall be greater than two (2) feet in any direction at any time, including flame and shall be in a metal container elevated above grade.
6. Bonfires shall be maintained and supervised by the permit applicant at all times.
7. Bonfires shall only be started on the approved event date anytime after 6pm and shall be fully and completely extinguished with an abundant amount of water by 11:59pm. Fire debris shall not be buried with sand so as to conceal any remaining debris. Debris must be removed from the beach, the site restored to its natural and original condition at the conclusion of the event and the debris disposed of lawfully. The undersigned applicant shall be responsible for any resulting damages to property or persons resulting from the bonfire, fire debris or event related material.
8. No fire shall be started, kindled or maintained if the prevailing wind velocity exceeds ten (10) miles per hour or when the fire danger level is posted at high or extreme as listed @ <http://pb.state.ny.us/> or by the Fire Marshal.
9. Only wood shall be burned. No CCA, garbage or treated wood shall be burned.
10. A fire extinguisher with a minimum 4-A rating or (1) 5-gallon pails of water shall be visible and available for immediate use.
11. Should any other Federal, State, County or Local Agency Having Jurisdiction need to be notified or have more restrictive regulations it shall be the responsibility of applicant to obtain a permit from same and comply with the most restrictive requirements.
12. Failure to comply with any of these rules and regulations shall be considered a violation of Southampton Village code section 58-3A(1)(a), which may result in fines of up to \$2000.00, 15 days in jail or both.
13. A copy of the approved permit must be on site and be readily available upon request from any AHJ Enforcement Officer.
14. This permit shall be revocable at any time for due cause by any AHJ Enforcement Officer / Fire Chief having jurisdiction.

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

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

NAME OF BUSINESS/ORGANIZATION/OWNER (If applicable): \_\_\_\_\_

PREFERRED LOCATION OF THE BONFIRE: \_\_\_\_\_

2<sup>ND</sup> LOCATION OF THE BONFIRE (preferred not available): \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

ACTIVITY PLANNED: \_\_\_\_\_ WILL EVENT BE CATERED: YES / NO

NAME OF CATERER (If applicable): \_\_\_\_\_ PHONE: \_\_\_\_\_

Note: If the event is catered or attended by 50 or more people, the applicant will also need to apply for a Special Beach Event Permit through the Village Clerks Office at 631-283-0247 X226.

( ) BONFIRE: = \$75.00 ( ) \* Late Fee = \$25 Total Fee: \_\_\_\_\_

Make checks payable to the Village of Southampton. \*Late fee is charged after 4pm on the working day, two days before the event. For weekend events the fee will be charged after 4pm on Wednesday prior to the event.

*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) section 307. I further agree to indemnify and hold harmless the Village of Southampton and Fire Marshals from against any and all losses, liabilities, damages, or costs sustained by any person for personal injury, death, or property arising out of, or as a consequence to the bonfire permit issued. Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of New York State Penal Law.*

Applicant full name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Applicant is responsible for maintaining all permit conditions and shall remain on site at all times until the bonfire is cleaned up.)  
 No responsibility rests upon the Village of Southampton or Fire Marshal by issuance of this permit.

PAYMENT RECEIPT # \_\_\_\_\_ PERMIT # \_\_\_\_\_

