



# TOWN OF EAST HAMPTON

## Town Clerk's Office

159 Pantigo Road, East Hampton, NY 11937

Phone: 631-324-4142

## SPECIAL EVENT PERMIT APPLICATION

Pursuant to East Hampton Town Code Chapter 151

### SHORT FORM FOR CATERED EVENTS FOR 50 PEOPLE OR LESS ON PUBLIC PROPERTY

*Please note: Applications for special event permits of 1 to 50 persons shall be submitted at least 21 days prior to the event. Late applications, if accepted, may be subject to additional rush fees.*

#### ***I. APPLICANT INFORMATION***

##### **1. Personal Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Check off whether  Resident or  Non-Resident

**2. Business Entity:** An individual applicant must always be named and identified above; however, if application is being made on behalf of a business entity, the following questions must also be completed. If the application is not being made on behalf of a business entity, please mark N/A and skip to the next question.

Applicant Relationship to Business Entity: \_\_\_\_\_

Current Business Entity Name: \_\_\_\_\_

Business Entity Mailing Address: \_\_\_\_\_

##### **3. Catering Company:**

Catering Company Name: \_\_\_\_\_

Catering Company Mailing Address: \_\_\_\_\_

Catering Company Phone No.: (\_\_\_\_) \_\_\_\_\_

**4. Designated Agent:** An applicant who is not a resident of the Town of East Hampton is required to provide information for a Designated Agent – a person, residing within the County of Suffolk, who is designated by an applicant for a special event to accept service of process by mail from the Town of East Hampton for any violation of this Chapter or any other chapter set forth in the East Hampton Town Code which relates to or arises out of the event.

Designated Agent Name: \_\_\_\_\_

Designated Agent Mailing Address: \_\_\_\_\_

Designated Agent Phone No.: (\_\_\_\_) \_\_\_\_\_

**II. EVENT DETAILS**

- 1. Date of the event: \_\_\_\_\_
- 2. Location of Gathering: \_\_\_\_\_
- 3. Description of Gathering (attach detailed narrative): \_\_\_\_\_
- 4. Start Time (after 6 pm on Town Beach): \_\_\_\_\_ End Time: \_\_\_\_\_
- 5. Location of Parking (attach parking plan) \_\_\_\_\_

**6. Conditions of Permit:** An applicant is required to comply with all of the following conditions to be eligible to file this short form. Any exceptions or variations will require the submission of the standard Special Event Permit Application.

- The number of people at the event is limited to 50 people. The number of people expected is \_\_\_\_\_.
- The event will not block public access to the property/beach.
- Lighting will be limited to tiki torches, LEDs on tables, and spot lighting for food areas; lighting **may not** be used to stake out the perimeter of the event space.
- If alcohol is to be provided, it is either served by the applicant or if by the caterer, only pursuant to a caterer’s SLA license (as per NYS ABC Law).
- Music will be limited to recorded music played over small Bluetoothspeakers or non-amplified acoustic musicians – **no** microphones or DJ’s permitted.
- The event space shall be limited to no more than 1,000 square feet.
- A sketch/diagram of the proposed event space on the public property is attached hereto.

Initial here if each of the conditions delineated above will be met. \_\_\_\_\_

**III. ADDITIONAL REQUIREMENTS**

**1. General Liability Insurance:** Every application for a public property special event permit pursuant to this chapter shall include a certificate of insurance that evidences a public liability insurance policy covering the Town as an additional insured in the minimum amount of the \$2,000,000 per occurrence for the duration of the special event. **The catering company may provide this certificate.**

**2. Indemnification:** The applicant shall sign an indemnification agreement that states that the applicant agrees to assume all liability for and will indemnify and hold the Town harmless of and free from any and all damages that occur to persons or property by reason of said special event. **The indemnification agreement is incorporated in the applicant acknowledgment below. This portion of the application MAY NOT be completed by the caterer on behalf of the applicant.**

**3. Nondelegable Responsibility of Applicant:**

- Required to have the permit available for inspection by the Town Police Department, or its designees, at the site of the special event for the duration of the permit period.
- Responsible for any damage to Town property or facilities that may result from the permit holder's activities. No alterations are to be made at special event sites, including, without limitation, cutting trees, digging holes and trimming bushes.
- Must ensure that the event is held in conformance with the permit and shall be responsible for the conduct of the participants of the event. The applicant shall prevent patrons, licensees and/or invitees of the event, or those engaged in conducting the same, from trespassing upon any adjoining property or premises.

**IV. 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 I AM RESPONSIBLE FOR ANY DAMAGE TO TOWN PROPERTY OR FACILITIES AS A RESULT OF MY ACTIVITIES. IT IS ALSO MY RESPONSIBILITY TO ENSURE THAT INVITEES OF THE EVENT, OR THOSE ENGAGED IN CONDUCTING THE SAME, DO NOT TRESPASS UPON ANY ADJOINING PROPERTY OR PREMISES.

I ACKNOWLEDGE THAT CHAPTER 151 OF THE EAST HAMPTON TOWN CODE, ENTITLED "SPECIAL EVENT PERMITS" IS THE CONTROLLING LEGISLATION FOR THE REGULATION OF SPECIAL EVENTS IN THE TOWN OF EAST HAMPTON, AND THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION REQUIRES COMPLIANCE WITH ALL PROVISIONS AND REGULATIONS THEREIN.

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 TOWN CODE, AS WELL AS APPLICABLE STATE AND FEDERAL LAW, IS REQUIRED.

I HEREBY CONSENT TO THE INSPECTION OF THE EVENT 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.

IF I AM NOT A RESIDENT OF THE TOWN OF EAST HAMPTON, I AFFIRMATIVELY WAIVE PERSONAL SERVICE REQUIREMENTS OF THE NEW YORK STATE CRIMINAL PROCEDURE LAW AND ALLOW SERVICE OF A SUMMONS FOR A VIOLATION ARISING FROM THIS EVENT, BY U.S. MAIL, UPON MY DESIGNATED AGENT LISTED ABOVE.

I ALSO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF EAST HAMPTON, ITS OFFICIALS, EMPLOYEES, AGENTS, AND OTHER PERSONS FROM AND AGAINST ALL CLAIMS, COSTS, JUDGMENTS, 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.

***A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.***

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC