



Town of Southampton

6 NEWTOWN ROAD
HAMPTON BAYS, NEW YORK 11946

PARKS & RECREATION DEPARTMENT
Tel (631) 728-8585 Fax (631) 728-8525
www.southamptontownny.gov/parksrec

KRISTEN M. DOULOS
TOWN PARKS DIRECTOR

RULES & REGULATIONS FOR FACILITY USE PERMITS AT TOWN BEACHES FOR BEACH PARTIES AND GATHERINGS

NO REFUNDS

It is the Town of Southampton's policy to encourage our residents and taxpayers to utilize their beach areas as much as possible. This use, however, must be controlled in order that our resources are protected for all. All official beaches are closed to the public between the hours of 9:00 p.m. and 6:00 a.m. and access roads unless a Facility Use Permit is issued, in writing, by the Parks & Recreation Department.

THE GUIDELINES FOR FACILITY USE PERMITS ARE AS FOLLOWS:

Facility Use Permits are Non-Refundable & Subject to Approval)

- * **DUE TO COVID-19**, all applications **MUST** be submitted three (3) business days prior to your event (NO EXCEPTIONS).
- * Each facility is limited to 3-permits per evening (based upon facility and number of people).
- * Permits will be issued only to Town residents or taxpayers 21 years and older.
- * Proof of residency and age are required. Events ***SHALL NOT*** begin before 6:00 p.m. and ***SHALL NOT*** last beyond 11:00 p.m. (*This includes set-up*)
- * **NOTE: ONCE PROCESSED, ANY CHANGE OF APPLICATION WILL RESULT IN A \$50 REVISION FEE.**

Permit holder *MUST* be on site of the event with his/her permit. Facility Use Permits are *Non-Transferable* (person to person OR facility to facility).

Uncontained bonfires, fireworks, glass bottles, and animals are prohibited at all times.

OTHER CONSIDERATIONS ARE AS FOLLOWS:

TENTS: Only small sunshades or small 10 X 10 portable units are permitted during beach season (May 15th-Labor Day). ***An additional \$100 fee will be applied to your permit*** for tents exceeding in size ***after*** Labor Day and ***before*** May 15th. Applicant ***must*** also submit a "tent" application with Fire Marshall (fee may be required). **AT NO TIME SHALL TENTS, LARGE OR SMALL, BE ERECTED PRIOR TO 6:00 P.M.**

MUSIC: No DJs, No Bands and No Musical Instruments or any type of amplified sound system allowed. Small portable stereo units are allowed if volume is maintained at a reasonable level.

FIRES:

Contained Fires are ONLY allowed after 6:00 p.m

A Facility Use Permit allows small charcoal or wood fires, in a metal container **ONLY**. Gas grills are also allowed. All charcoal and wood fires must be put out with water and be disposed of properly. **Fine permits may be revoked at any time by the Fire Marshal for draught conditions.**

CLEAN UP:

All litter shall be removed from the beach and disposed of properly. If Town garbage cans at the beach are full, garbage must be removed from the location by the permit holder and be disposed of in a proper manner.

VEHICLES:

Unless otherwise agreed by the Parks and Recreation Department, all vehicles parked at Town beaches between 9:00 a.m. - 9:00 p.m. are required to have a valid beach-parking permit. A Facility Use Permit Application is required between 9 p.m. – 11 p.m.

NOTE: 4x4 vehicles are PROHIBITED on any Town beach WITHOUT a VALID Four Wheel Drive Permit issued by the Trustees Department (631-287-5717). No 4x4 before 6 pm.

CATERERS:

Facility Use Permits will **NOT** be issued to caterers for beach parties. **All permits MUST be submitted by the resident/taxpayer ONLY.**

RESTROOMS:

Will **NOT** be available after 5:00 p.m. **A porta lav may be provided by the applicant but MUST be delivered the afternoon of the event and removed the morning after the event.**

Alcoholic Beverages:

Beer & Wine is **ALLOWED** to be served at **APPROVED** Beach Parties by permit only. The holder of the Facility Use Permit is responsible for making sure that all people in the party consuming alcohol are 21 years of age and older and that all party attendants drink responsibly. In addition, glasses, bottles and kegs are **PROHIBITED**.

Special Notes:

Beach users are also reminded to stay away from fencing and other symbolic markers designating "Endangered bird" nests

* All Town beaches are **unprotected (no lifeguards on duty)** after 5:00 p.m. **Swimming is prohibited.**

Reservations are subject to availability of facility. All fees must be paid at time of reservation. There will be no refunds; one rain date will be allowed based on availability for up to 1 year after the scheduled event.

# OF PEOPLE	2021 FACILITY FEES <i>Note: Groups larger than 50 people will require an additional Trustees Permit Application and Approval (Additional Fees Apply)</i>	CATERING FEE	ALCOHOL FEE	
1 - 25	\$50 w/o Town of Southampton beach parking waivers	\$200	\$100	
26 - 75	\$100 w/o Town of Southampton beach parking waivers	\$200	\$150	
1 - 75	\$150 w/ Town of Southampton beach parking waivers	\$200	1-25 people \$100	26-75 people \$150
76 - 100	\$200 w/ Town of Southampton beach parking waivers	\$200	\$250	

***Starting Memorial Day Weekend (May 29 – June 27) parking waivers WILL BE REQUIRED on Saturdays and Sundays if vehicles included in beach parties DO NOT have valid Town of Southampton beach parking permits.**

***As of June 28, 2021 parking waivers WILL BE ENFORCED 7days a week for all vehicles involved in beach parties that DO NOT have valid Town of Southampton beach parking permits.**

Any events or activities occurring at properties owned and operated by the Town of Southampton, including but not limited to any restrictions on the size of gatherings, must be conducted in accordance with any and all New York State Executive Orders and/or Suffolk County and Town of Southampton Executive Orders in place at the time of the event or activity.

****DATES & GUIDELINES ARE SUBJECT TO CHANGE AT ANY TIME****



Facility Use Permit Application Parks and Recreation Department

Kristen M. Doulos
Town Parks Director

6 Newtown Road • Hampton Bays, NY 11946
Tel (631) 728-8585 Fax (631) 728-8525
www.southamptontownny.gov/parksrec

Receipt of the application is not a guarantee of facility use. Application will not be finalized until approved and executed by the Parks and Recreation Town Parks Director or designee. **Submit application form to: Town of Southampton Parks & Recreation Department, 6 Newtown Rd., Hampton Bays, NY 11946**
Fax: (631) 728-8525 or via Email: ParksAndRec@southamptontownny.gov.

Today's Date _____

Type of Facility Requested Park Activity Center Field Beach

Name of Facility _____

Name of Resident/Applicant _____

Organization (if applicable) _____

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501 (C), Not for Profit, or Non-Profit? Yes No If yes, please attach a copy.

Address _____

City _____ State _____ Zip Code _____

Phone numbers: Home _____ Cell _____
Work _____ Fax _____

Email Address _____

Secondary Contact _____ Phone _____

Event Details

Name of Event _____ Expected Attendance _____

Type of Event _____ Estimated # of Vehicles _____

Description of Event/Activities _____ #of Parking waivers if needed _____

If use of facility requires any special setup, traffic control, etc., please complete Special Requests Section below.

Special Requests _____

Event Dates and Times

Day(s) of Week	Date(s) (mm/dd/yy) Please include all setup & takedown time	Start Time	End Time

Further details regarding times _____

RULES/REGULATIONS/INDEMNIFICATION

Please **READ CAREFULLY**. Complete and/or initial on the following important policies, rules and regulations:

- a. Applications must be received at least 14 working days prior to the date of the event. For proof of residency, please attach a copy of your **VALID** driver's license (*MUST be 18 & over for Facility Permits & 21 & over for Beach Gatherings*) and a current, 6 month & 1 year ago of utility bills or a Southampton Town Tax Bill. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.
- b. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. **You will not be given access prior to the time scheduled on your Permit.** Non-compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- c. If group is an organization, issue refundable deposit to: _____ **Allow at least 14 working days**
- d. **Consumption of alcohol is only permitted on Southampton Town Beaches.** Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.
- e. Parking is only permitted in designated areas. No parking on grass or walkways.
- f. Gambling is not allowed on Southampton Town properties.
- g. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
- h. **Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.**
- i. **Submission of the completed form does not guarantee you the site/date.** You will be notified if the site is not available.
- j. Reservations may be made as early as 3 months in advance. Submit the completed application form along with the full payment and refundable security deposit fee if booking Red Creek Park Activity Center or Tiana Beach Activity Center. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
- k. Permittee must sign the user permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made or sooner). In the event the signed permit and balance payment are not received by the due date, your reservation will be cancelled and you will be refunded the deposit.
- l. For teen parties (under 18 years of age), reservations must be made at least 14 working days prior to the event. **One adult shall be present for every 10 minors.** No event will be permitted to start without the attendant.
- m. **Cancellation Policy:** Facility Use Permits are NON-REFUNDABLE. NO EXCEPTIONS. Rain Dates are allowed for Beach Gatherings (*Only after inclement weather has occurred*).
- n. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit revision fee of **\$50.00** or may result in **new permit fees** (case by case basis). _____ (initial)
- o. **Southampton Town Event Attendants and employees must be obeyed at all times.** Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- p. Payments may be in the form of **exact cash, check or credit card (We Accept All Major Credit Cards)**. All deposits and fees must be paid in full no less than two weeks prior to being issued a valid Facility Use Permit. Checks must be payable to the "Town of Southampton".

*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be cancelled prior or during the event at the discretion of the Town Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional Town charges.

*I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. _____ (initial)

TOWN OF SOUTHAMPTON PARKS & RECREATION INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Southampton Town Parks & Recreation application for a Facility Use Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the Town as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the Town and all other directives of the Town.
2. That I and my organization will indemnify and hold harmless the Town, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the Town except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the Town.
3. That neither myself nor any one of my organization shall make any claim against the Town, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the Town.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the Town facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate Town representatives. ***My signature below signifies my agreement to the rules, regulations, policies and Town Indemnification.***

Signature of Applicant: _____

Date: _____

NO REFUNDS!!!

FOR OFFICE USE ONLY

PERMIT NO. _____

APPROVED DENIED (If so, REASON): _____

PAYMENT TYPE:

SECURITY DEPOSIT / TYPE: _____

CHECK NO. _____

CREDIT CARD _____

CASH _____

FEE REQUIRED: _____ FEE PAID: _____

INSURANCE REQUIRED YES NO AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED) CERT. RECEIVED

COMMENTS _____

INVOICE ATTACHED

SEE DETAIL SHEET ATTACHED

STAFF SIGNATURE / DATE

CC: MAINTENANCE
 BEACH MANAGER
 OTHER _____

PUBLIC SAFETY
 POLICE

PARK SUPERVISOR
 TOWN CLERK

MAINT. INSTRUCTIONS _____



Alcohol Beverage Permit Application Parks and Recreation Department

Kristen M. Doulos Town Parks Director

6 Newtown Road • Hampton Bays, NY 11946 (631) 728-8585 www.southamptontownny.gov/parksrec

Receipt of the application is not a guarantee of approval. Application will not be finalized until approved and executed by the Parks and Recreation Town Parks Director or designee. Submit application form to: Town of Southampton Parks & Recreation Department, 6 Newtown Rd., Hampton Bays, NY 11946 Fax: (631) 728-8525 or via Email: ParksAndRec@southamptontownny.gov.

Today's Date _____

Name of Applicant _____

Organization (if applicable) _____

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501 (C), Not for Profit, or Non-Profit? [] Yes [] No If yes, please attach a copy.

Address _____

City _____ State _____ Zip Code _____

Phone numbers: Home _____ Cell _____ Work _____ Fax _____

Email Address _____

Secondary Contact _____ Phone _____

Driver's License Number _____ State _____ Exp. Date _____ Date of Birth _____

Additional Information

Date(s) of Event _____ Expected Attendance _____

Name of Event _____ Estimated # of Vehicles _____

Location of Event _____

Description of Event/Activities _____

- 1. What type of alcohol will be consumed/possessed at this function? Beer [] Wine []
2. Alcohol will be served during what hours? From _____ to _____
3. What food will be provided during the alcohol consumption period? _____
4. What procedures are proposed to supervise the consumption of alcohol to ensure that persons underage or under the influence will not obtain or consume alcohol served at the function? _____

IMPORTANT CONSIDERATIONS:

1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Board and a Special Occasion Liquor License which can be obtained through the New York Business Express.
2. If you would like to provide beer & wine to attendees of your event **at no cost** and it is a **private**, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an Alcoholic Beverage Permit. By Town Code, 111-3 SEC. D10, applicants for an Alcoholic Beverage Permit must meet the following criteria:
 - a. Procedures must be written out and included with application to ensure that underage persons and persons under the influence of alcohol will not obtain or consume alcoholic beverages served at the function.
 - b. Procedures proposed are likely to secure and supervise the area and participants.
 - c. Alcohol consumption will be limited to certain designated areas at each facility and grounds.
 - d. The applicant must agree to provide sandwiches and other food services at the location during the time of consumption in an amount sufficient to serve the number of persons anticipated to attend.
 - e. The applicant must sign that he/she understands and agrees to be personally responsible for and may need to provide financial guarantees to ensure cleaning, trash disposal and/or repairs necessary as a result of the event. The amount of the financial guarantee will be determined by the Parks & Recreation Town Parks Director.
 - f. The applicant agrees to indemnify and hold the Town, its employees and agents harmless to the extent allowed by law for all liability claims arising from the event.

TOWN OF SOUTHAMPTON PARKS & RECREATION INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

As a condition of being granted an alcohol beverage permit, I hereby agree to be present at the event at all times and responsible for maintaining order at the facility and grounds. I agree to comply with Town, County and State regulation related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that kegs and glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the Town of Southampton, its officers, officials, employees and agents for all liability claims arising from the event. **My signature below signifies my agreement to the rules, regulations, policies and Town Indemnification.**

Signature of Applicant: _____

Date: _____

NO REFUNDS!!!

FOR OFFICE USE ONLY

PERMIT NO. _____

APPROVED DENIED (If so, REASON): _____

PAYMENT TYPE:

CHECK NO. _____

CREDIT CARD _____

CASH _____

FEE REQUIRED: _____ FEE PAID: _____

INSURANCE REQUIRED YES NO AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED) CERT. RECEIVED

CONDITIONS: **ABSOLUTELY NO UNDERAGE DRINKING!!!** _____

INVOICE ATTACHED

TOWN PARKS DIRECTOR / DATE

CC: MAINTENANCE
 BEACH MANAGER
 OTHER _____

PUBLIC SAFETY
 POLICE

PARK SUPERVISOR
 TOWN CLERK

Please also attach a copy of your proof of residency.