

Inc. Village of East Hampton
86 Main Street
East Hampton, NY 11937
631-324-4150
631-324-4189 Fax
www.easthamptonvillage.org

Special Event Application and Permit

Chapter 139 of the Village Code

1. Applicant Information:

Name: _____
Are you the property owner? Yes___ No ___
Mailing address: _____

Telephone 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.
- 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**
A security deposit, fee(s), and liability insurance apply.

4. Is this a sponsored organization? Yes ___ No ___
 If yes, name of organization: _____
 If yes, your relationship to the organization: _____
5. Are you a professional fundraiser as defined in Section 171-a of the New York State Executive Law? Yes ___ No ___
6. 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: _____
7. Are you serving food? Yes ___ No ___
 If there is a caterer, please provide the food vendor information:
 Company Name: _____
 Mailing address: _____
 Contact name: _____
 Contact's cell number: _____
 Contact's email address: _____
 Health Dept. Permit No.: _____
8. 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
9. 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.

10. 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 public property or on any other governmental entities pursuant to Chapter 211 of the Village Code.
11. 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.

12. Are you transporting cars or attendees to or from the event? Yes ___ No ___
You may be required to provide additional information.

13. Are you using a parking valet service? Yes ___ No ___ If yes, please provide:
Name: _____
Mailing address: _____
Cell number: _____

14. 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.

15. What on-site sanitary facilities will be provided? _____

Non-refundable Application fee: Application fees are established by a resolution of the Village Board of Trustees, are non-refundable, and **apply to special events that are conducted on public property** (ie. Village beach, or parade). **Fees are not charged for residential special event permits.** Place a checkmark next to what applies to your application.

No fee for up to 49 people for Village Residents or Village EMS Personnel (active or exempt), unless it's catered

___ \$100 for Village Residents or Village EMS Personnel (active or exempt)

___ \$500 for catered event

___ \$500 for Non-Residents

___ \$500 for catered event

___ \$500 for Commercial Applicant

___ \$500 for catered event

___ \$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 from 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 public 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.

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: _____

Insurance supplied: Yes___

Security Deposit: Yes ___ No ___ Amount \$_____ Receipt #_____

Application Fee: Yes ___ No ___ Amount \$_____ Receipt #_____

Catered Event Fee: Yes ___ No ___ Amount \$_____ Receipt #_____

Cost Reimbursement: Yes___ No ___ Amount \$_____ Receipt #_____

Approved by: _____

Village Administrator

Date: _____

Permit #: _____

11/12/19 version

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.
- 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.
- No open containers of alcoholic beverages are permitted on public property, including streets, sidewalks and beaches.
- 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 any public property.
- 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.

Village of East Hampton
Department of Code Enforcement
1 Cedar St.
East Hampton NY 11937
(631) 324-0763 Fax (631) 324-0166

APPLICATION FOR TENT PERMIT

Permit fee \$100 – Payable to the Incorporated Village of East Hampton

PLEASE TYPE OR PRINT & SUBMIT 2 WEEKS PRIOR TO PROPOSED EVENT

Tents shall not be erected for more than 21 days in any one calendar year

Tents are not permitted in the core commercial, commercial district or manufacturing district (zones).

- 1 Proposed Tent Use: Benefit [] Wedding [] Fund Raiser [] Anniversary []
Birthday [] Graduation [] Other [] _____
- 2 Supplier of Tent _____
- 2a Mailing address _____
- 2b Phone# _____ Fax# _____
- 3 Owner of Site _____ Phone # _____
- 3b Mailing Address of Owner _____
- 4 Proposed Tent Site _____
- 5 Date Erected _____ Use Date _____ Date Removed _____
- 6 Number and size of Tent _____ Color _____
- 7 Label. Temporary membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.
- 8 Time of Operation Day [] Night [] Both []
- 9 Will electric be provided? Yes [] No []
- 10 Will there be a generator? Yes [] No []
- 11 Will there be side panels for the tent? Yes [] No []
- 12 Will any tent be on a platform? Yes [] No []

Tents that are on an elevated platform must have an architect or an engineer stamp to as to the structure stability of the platform and hand rails must be provided.

- 13 If this event will have more than 50 people attending you must have a Special Events Permit available at Village Hall or www.easthamptonvillage.org (Also if more than 50 an interior drawing indicating seating and exits arrangements)

Please Note: The New York State Fire Code Has Changed

Tent(s) and use of same shall be in conformity with the Fire Code of New York State.

A) Tents erected must comply with NFPA102.

B) Smoking. Smoking shall not be permitted in tents or air supported structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with §F310.

C) Tents shall not be installed in driveways so as to block access to property by emergency equipment.

D) Fire break. An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, air supported, air-inflated or tensioned membrane structures.

E) Vegetation removal. Combustible vegetation shall be removed from the area occupied by a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy and from areas within 30 feet (9144 mm) of such structures.

F) Generators and other internal combustion power sources shall be separated from tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

G) Exit openings. Exit openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtain obstructs the exit.
2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

H) Fire apparatus access roads are provided in accordance with §F503 for non-residential property.

I) Combustible materials for decorative purposes are not permitted unless approved flame-resistant documentation and/or tests will be required as deemed appropriate

J) Open flame devices are not permitted inside or within 20 feet of tent.

K) Portable fire extinguisher (minimum 2A: 10B:C rating) shall be provided in tents as required

L) Cooking tents. Tents where cooking is performed shall be separated from other tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures or canopies by a minimum of 20 feet (6096 mm).

M) Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent, air-supported, air-inflated or tensioned membrane structure, temporary membrane structure or canopy.

N) Electrical wiring & equipment shall conform to the National Electrical Code (NFPA 70).

O) Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, air-supported, air-inflated or tensioned membrane structure, or canopy.

P) Containers 500 gallons or less. Portable LP-gas containers of 500 gallons (1893 L) or less capacity shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

Q) Tent permits must be conspicuously posted from date of tent setup to its removal.

Notice: Signature below indicates that individual named will guarantee the above conditions will be directly communicated to those persons that will supply materials to decorate and or furnish the above tent(s), along with any other persons that will supply utilities to the site and tent (including site owner/renter and organizer of the event).

The Code Enforcement Officer is authorized to enter on to the premises covered by this permit to ascertain compliance with applicable laws, regulations and codes or any condition of permit approval.

Date

Signature of Applicant

Print Name of Applicant

Application: Approved [] Denied []
Holding for more information []

Code Enforcement Approval & Date

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: _____