



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

All applicants must submit a fully completed Special Event Permit Application before the following deadlines:

Events with 1-75 Persons: 21 days prior to the event Events with 76-151 persons: 30 days prior to the event
Events with 151-250 persons: 48 days prior to the event Events with 251 or more persons: 60 days prior to the event

Late applications, if accepted, may be subject to additional rush fees.

I. APPLICANT INFORMATION

1. Personal Information:

Name: _____
Last First MI

Applicant Mailing Address: _____

Applicant Telephone No.: (_____) _____ E-Mail: _____

Applicant is a professional fundraiser (As defined in New York State Executive Law § 171-a): Yes No

Check off Resident or Non-Resident

If Resident, Local Address: _____

Proof of Identity: Applicant must provide proof of identity at the time of application with either a valid NYS Driver License or other official Photo ID. A photocopy of such proof will become part of the application and the application will not be deemed complete without it.

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: _____

Type of Business Entity: Sole Proprietor Partnership Corporation/LLC Other: _____

Nonprofit Organization: Yes 501(c)____ No

Business Entity Mailing Address: _____

Partner Names (if applicable): _____

Corporate Service of Process Address (if applicable): _____

Corporation/LLC (New York) Department of State ID# (if applicable): _____

3. **Sponsoring Organization:** *If there is a sponsoring organization, please answer the following questions. If not, please mark N/A and skip to the next question.*

Applicant Relationship to Sponsoring Organization:

Name of Sponsoring Organization:

Address of Sponsoring Organization:

Sponsoring Organization Telephone No.: (____) _____

Nonprofit Organization: Yes 501(c)_____ No

4. **Designated Agent:** *Applicant is required to provide information for a Designated Agent – a person, residing within the County of Suffolk, who is designated by an applicant for an assembly to accept service of process 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 assembly.*

Designated Agent Name:

Designated Agent Mailing Address:

Designated Agent Phone No.: (____) _____

II. EVENT DETAILS

1. **Description and Purpose of Gathering:** *Please provide the event name and attach a detailed written narrative describing its purpose and any proposed details (i.e. description of fundraisers, associated brands, the occasion of the event, etc...) to the back of this application.*

Event Name: _____

Any special event permit application submitted without a detailed written narrative attached will be deemed incomplete.

2. **Location of Event:**

Street Address: _____

Tax Map Number: _____

Zoning of Surrounding Properties: Check off _____ Residential Property _____ Commercial Property

3. **Event Details:** *A survey or sketch map/plan of the event location, proposed location(s) for parking, outdoor areas proposed to be used, a survey or sketch of any parade or walk/run routes, and the location of any tent(s) and additional sanitary facilities must be attached to this application. All information included will become part of the application, and the application will be deemed incomplete without it.*

4. **Property Owner Details:** *When the applicant is not the property owner, written consent of the actual property owner is required either by completing the owner consent section at the end of this application or by providing a notarized letter from the owner separately. Property owner consent will become part of the application and the application will not be deemed complete without such consent.*

Property Owner: Applicant listed in Section I is the property owner (continue to #4).

Applicant listed in Section I is NOT the property owner (complete remaining questions).

Property Owner Name(s): _____

Property Owner Mailing Address: _____

Property Owner Phone Number: (_____) _____

5. **Date, Time, and Size:** *Pursuant to East Hampton Town Code §151-8, Special Events may take place over a period of more than one day. All days shall be clearly set forth, and the Town Board shall have the right to approve some dates and deny others.*

Setup Date and Time: ____/____/____ (am/pm) Take Down Date and Time: ____/____/____ (am/pm)

Event Start Date and Time: ____/____/____ (am/pm) To: ____/____/____ (am/pm)

Additional Date(s) and Time(s): ____/____/____ (am/pm) To: ____/____/____ (am/pm)

____/____/____ (am/pm) To: ____/____/____ (am/pm)

Number of People Expected: _____

Number of Vehicles Expected: On Property _____ Off Property _____

All applicants are required to include information of additional event dates and a parking and traffic management plan with their application. These plans will be considered part of the application, and the application will be deemed incomplete without them.

6. **Music:** *All East Hampton Town Code provisions regarding noise and music must be adhered to as a condition of any special event permit issued as a result of this application. The issuance of a special event permit does not allow for deviation from the Town's established regulations for noise. Select all options applicable to your event and provide a brief written description.*

Yes, music will be provided in the following manner(s):

Indoor Outdoor

Live Band DJ Other: _____

*Time, Duration and location(s) of Music:

No, there will be no music provided at the proposed assembly/assemblies.

7. **Outdoor Loudspeakers or PA system.** Yes: Location and Purpose: _____

 No

8. **Tents:** *If a tent is proposed, the size and placement of the tent on the premises must be attached to this application.*

Yes, tents will be utilized at the proposed event(s), and it is understood that in addition to this application, separate tent permits must also be obtained. No Permit will be issued without the submission of a Tent Permit Application to the Fire Marshal's Office.

No, there will be no tents utilized at the proposed assembly/assemblies.

9. **Lighting:** *If any additional outdoor lighting is proposed for the event, please complete the following:*

Description of Proposed Outdoor Lighting: _____

Location of Proposed Outdoor Lighting: _____
(Attach map if necessary)

10. **Refuse Removal:** *Specify plan for the removal of any refuse generated by this event.*

11. **Provisions for Sanitation Facilities:** *Sanitation facilities that will be utilized for this event must be specified. If additional sanitation facilities are proposed, specify what is proposed and where the same will be located. (Attach map if necessary)*

12. **Admission Charge:** Yes No

13. **Sales:** None

Goods & Services (describe) _____

Food & Drink (describe) _____

Other (describe) _____

14. **Food Service:** *If there will be an outside vendor/ caterer at the event, the name and address of vendor/ caterer must be provided. Suffolk County Department of Health Services permits may also be required.*

15. **Alcohol to be served at the event(s):** Yes No

A special event license from the State Liquor Authority may be required.

16. **Security and Valet Information:** *If security is to be provided, the following information must be provided:*

Name of Security, Valet Company or both if applicable:

Contact Person(s):

Phone No.: (_____) _____

Any proposed security plan and or valet plan must be attached to this application.

17. **Commercial Entities:** Applicants are required to provide details of any commercial entities associated with the event (i.e. event planners,

18. **Medical/ Emergency:** Details of proposed medical and emergency plans, along with personnel, must be provided:

19. **Responsible Party:** Applicants must provide the name and phone number of a responsible party who will be available to Town officials at the time of the event.

Name: _____ Phone No.: (____) _____

III. Additional Requirements

- A. General Liability Insurance:** Every application for a commercial, public property, and parade/walk-run 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 applicant shall also submit 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.
- B. Site Plan:** All applicants proposing special events held on commercial property are required to submit a copy of that property's site plan along with their special event application form.

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 IT IS MY RESPONSIBILITY TO ENSURE THAT PATRONS, LICENSEES, AND/OR 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 EVENTS.", IS THE CONTROLLING LEGISLATION FOR THE REGULATION OF ASSEMBLIES IN THE TOWN 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 TOWN CODE, AS WELL AS APPLICABLE STATE AND FEDERAL LAW, IS REQUIRED.

I HEREBY CONSENT TO THE 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.

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

V. PROPERTY OWNER CONSENT

***Property owner consent is required when the applicant is not the property owner. If the applicant is the property owner, this portion does not need to be filled out.**

STATE OF NEW YORK
COUNTY OF SUFFOLK

_____ BEING DULY SWORN DEPOSES AND SAYS THAT HE/SHE IS THE LEGAL OWNER OF THE PROPERTY LISTED IN THIS APPLICATION, OR IS A LEGAL OWNER, AGENT, MEMBER, OR AUTHORIZED OFFICER OF THE CORPORATION OR TRUST OWNING THE PROPERTY LISTED IN THIS APPLICATION.

I UNDERSTAND THAT, AS AN OWNER OF A PROPERTY LOCATED WITHIN THE TOWN OF EAST HAMPTON AND OUTSIDE OF THE BOUNDARIES OF ANY INCORPORATED VILLAGE, I SHALL NOT CAUSE, PERMIT, OR ALLOW MY PROPERTY TO BE USED FOR AN ASSEMBLY AS DEFINED IN EAST HAMPTON TOWN CODE §151 UNLESS A WRITTEN PERMIT FOR THE EVENT HAS BEEN ISSUED BY THE APPROPRIATE TOWN OFFICIAL(S).

I HEREBY CONSENT TO 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.

I 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 EVENT RELATED TO THIS APPLICATION.

I ALSO HEREBY AGREE THAT I AM FULLY AWARE OF THE DETAILS OF THE EVENT PROPOSED HEREIN AT THE SUBJECT PROPERTY, AND I AUTHORIZE THE APPLICANT TO MAKE THIS APPLICATION AND CONSENT TO THE EVENT AND ACTIVITY DESCRIBED.

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 PROPERTY OWNER, AGENT, MEMBER, OR AUTHORIZED CORPORATE OFFICER

DATE SIGNED

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC