

Inc. Village of East Hampton  
86 Main Street  
East Hampton NY 11937  
[www.easthamptonvillage.org](http://www.easthamptonvillage.org)

Village Hall Contact:  
631-324-4150  
Fax: 631-324-4189

Police Department Contact:  
631-324-0777 x 287

**LARGE ASSEMBLY APPLICATION AND PERMIT**  
**All 5 pages of this application must be completed**  
**Last Page must be notarized**

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

Organization (if applicable): \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Cell #: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_  
(If different)

Phone#: \_\_\_\_\_

Cell #: \_\_\_\_\_

\*\*\*\*\*  
Location of Property: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time & End Time of Event: \_\_\_\_\_

\*\*\*\*\*  
Caterer Company: \_\_\_\_\_

Caterer Address: \_\_\_\_\_

Caterer Phone #: \_\_\_\_\_ Caterer Contact Name: \_\_\_\_\_

Caterer Cell Phone #: \_\_\_\_\_



.....  
How will you collect, store and dispose of the garbage, refuse and debris: \_\_\_\_\_

Any person or organization issued a Permit for an assembly at any Village Beach is responsible for removing any garbage, refuse and debris from the beach and shall not leave any such material in the public receptacles, parking lots or anywhere on the public premise.

\*\*\*\*\*

Indicate the Location for Parking:     On private property         On public street         Other

It is understood that the parking of vehicles shall not block any driveways or fire hydrants and that vehicles shall park off the paved portion of any street in the same direction of the flow of traffic. All Village Codes, including parking and noise regulations shall be complied with.

Number of Vehicles \_\_\_\_\_

Location Where Vehicles Will Park: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Private Parking Company or Individual Employed for Parking (if any): \_\_\_\_\_

\_\_\_\_\_

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

Phone: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

If a private security company is employed for this event you must complete the attached **PRIVATE SECURITY** and receive the approval of the Police Department.

If an outdoor tent is proposed you must complete the attached **TENT APPLICATION** and receive the approval of the Fire Marshal.

.....

Pursuant to Article II of Chapter 104 of the Village Code, it is understood that the applicant is responsible for compliance with the Americans with Disabilities Act of 1990 (41 U.S.C. 12181).

\*\*\*\*\*

Type of Entertainment (if any): [ ] Live Band [ ] DJ [ ] Stereo [ ] Other \_\_\_\_\_

Entertainment Contact (at event): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Chapter 156 – Noise**

§196-1. Prohibited noises; evidence of violation.

The following acts are declared to be loud, disturbing and unnecessary noises in violation of this Chapter, but said enumeration shall not be deemed to be exclusive, namely:

(1) The using, operating or permitting to be played, used or operated of any radio-receiving set, television, hi-fi set, stereo set, phonograph or other machine or device for the producing or reproducing of sound, in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants, or at any time with loud volume than is necessary for the convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, hi-fi, stereo set, machine or device between the hours of 11:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of 50 feet from the building, structure, device or vehicle in which it is located shall be prima facie evidence of a violation of this section. Any person or persons who are voluntarily present at the place where said noise, as stated above, exists, may be deemed a violator of this chapter.

(2) Yelling, shouting, hooting, whistling or singing on the public streets or in a vehicle, dwelling, motel, hotel or commercial establishment, particularly between the hours of 11:00 p.m. and 7:00 a.m. or at any other time or place so as to annoy or disturb the quit, comfort or repose of a person or persons in any office or in any dwelling, hotel, motel or other type of residence, or of any person in the vicinity.

.....

Please remember to sign and date the next page

Applicants shall bear sole responsibility for compliance with all applicable laws, rules and regulations regarding the service or consumption of alcoholic beverages. No open containers of alcoholic beverages are permitted on public property, including streets, sidewalks and beaches.

This Permit does not waive the occupancy limits for any building under the New York State Fire Code.

Please initial that you have read the above paragraph regarding alcoholic beverages if you are using public property, including the Village Beaches \_\_\_\_\_

Beach Assemblage Rules:

- 1 Assemblies approved for Village beaches may not be held or prepared between 9:00 a.m. and 6:00 p.m. between Memorial Day and Labor Day.
- 2 All fires must be contained in a metal container and all wood remains must be removed from the beach
- 3 No person shall start or maintain a fire with any fuel other than firewood. The use of construction materials is prohibited.
- 4 Fires shall not be started or maintained less than fifty feet from any beach grass, vegetation, tent or fence; no less than one-hundred feet from any building or permanent structure; nor within two-hundred feet of any posted water-bird nesting colony.
- 5 No fire shall be greater than two feet in any dimension, including flame.
- 6 No fire shall be left unattended. All fires shall be under constant watch.
- 7 No fire shall be kindled or maintained if the prevailing wind velocity exceeds fifteen miles per hour.
- 8 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.

Please initial the last paragraph above regarding no open containers of alcoholic beverages on beaches.

\_\_\_\_\_  
Date

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

**Applicant, please don't forget to fill out the next page & have it notarized**

-----  
Office Use Only

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by Police Department: \_\_\_\_\_

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Date

Permit #: \_\_\_\_\_

VILLAGE OF EAST HAMPTON  
INDEMNIFICATION AGREEMENT

STATE OF NEW YORK     )  
  ) ss.:  
COUNTY OF SUFFOLK    )

Pursuant to Section 71-3 D of the Code of the Village of East Hampton, this Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Village of East Hampton (Village) and \_\_\_\_\_ (Applicant).

In consideration of the issuance of a Mass Assemblage Permit, the applicant voluntarily agrees to indemnify and hold the Village of East Hampton and its officers, employees, and agents harmless from and against any and all losses, liabilities, damages or costs sustained by any person for personal injury, death or property damage arising out of, or as a consequence of the Mass Assemblage.

The undersigned further agrees to indemnify and hold harmless the Village and its officers, employees, and agents from and against any and all losses, liabilities, damages, or costs which may be imposed upon, incurred by or asserted against the Village by reason of any act or omission of the undersigned, which result in damage or injury of any kind to any person or any property and which arises out of or is in any way connected with the event permitted by this permit.

\_\_\_\_\_  
Applicant

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

# POLICE DEPARTMENT

## INCORPORATED VILLAGE OF EAST HAMPTON

Chief of Police Gerard Larsen, Jr.

### **Information**

This information is once again being distributed, as a result of several inquiries from within the East Hampton Village Business Community. It is being forwarded to you as a public service.

Retail establishments intending to sell **or make available** to patrons, “Alcoholic Beverages”, must first Apply for, and receive a permit from the New York State Liquor Authority to do so.

This process can be completed by the owner of the establishment, or a caterer, if appropriate, for that event. Applications for these permits are provided on- line by the *New York State Liquor Authority*, on their website:

<http://www.abc.state.ny.us/>

**New York State Liquor Authority (212) 961 8385**

# Village of East Hampton

Department of Code Enforcement  
1 Cedar St.  
East Hampton N.Y. 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.**

14 If this event will have more than 50 people attending you must have a mass assemblage permit available at village hall. (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

# Village of East Hampton

Department of Code Enforcement  
1 Cedar St.  
East Hampton N.Y. 11937  
(631) 324-0763 Fax (631) 324-5502

- 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



# Village of East Hampton

Department of Code Enforcement  
1 Cedar St.  
East Hampton N.Y. 11937  
(631) 324-0763 Fax (631) 324-5502

**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

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

\_\_\_\_\_  
Print Name of Applicant

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: \_\_\_\_\_