

Inc. Village of East Hampton
86 Main Street
East Hampton NY 11937
www.easthamptonvillage.org

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

Police Department Contact:
631-324-0777 x 287

USE OF VILLAGE PROPERTY APPLICATION AND PERMIT

All 6 pages of this application must be completed
Page 6 must be notarized **Please type or print clearly**

Please see page 7 for Permit fee schedule

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 Village 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 #: _____ Caterer SCHD Permit #: _____

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 property is responsible for removing any garbage, refuse and debris from the property 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.

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 quiet, 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.

Chapter 71 – Mass Assemblages

All permits for mass assemblages to be held on or over public property, including but not limited to a road a park, or a beach, shall be conditioned upon the following conditions, in addition to any special conditions imposed pursuant to the preceding paragraph:

Liability insurance. Prior to the issuance of the permit, the applicant shall furnish the Village Administrator with a comprehensive liability insurance policy, insuring the applicant against liability for damage to persons or property, with limits of not less than \$1,000,000.00 per occurrence (bodily injury/property damage) and \$2,000,000.00 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 an additional insured may be required.

Security instrument. Prior to the issuance of the permit, the applicant shall furnish the Village Administrator with a letter of credit, bond or other suitable security instrument in an amount to be determined by the Village Administrator upon consultation with the Chief of Police and the Department of Public Works, in order to secure compliance with the conditions in the permit and to ensure adequate cleanup of the property after the event. If the applicant fails to honor the permit conditions or to adequately clean up the property following the event, the Village may use such portion of the security as is required to remedy the situation.

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 the costs of increased police protection, public safety oversight, and public works facilitation, including any additional equipment to adequately and safety control and protect the persons attending the event, the event area and traffic in and around the event area. Such costs shall include all necessary staffing and shall be provided to the applicant prior to the issuance of the permit. This section may not apply to any mass assemblage that is open to the public and is free of charge.

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.

Beach Rules

No private event may take place prior to 6:00 p.m., and must end by 11:00 p.m. beginning the Friday of Memorial Day weekend through and including Labor Day of each year. **ACCESS TO THE VILLAGE BEACH FOR SET UP IS NOT PERMITTED PRIOR TO 6:00 P.M.**

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 9:00 a.m. through 6:00 p.m. beginning on 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 and 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.

A Use of Village Property permit for Main Beach does not entitle an applicant to exclusive use of the pavilion or any other portion of the facility and applicant may not encumber facility so that members of the public are unable to pass as necessary.

It is the responsibility of the applicant to remove all garbage 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 pavilion.

No smoking at any time in any building or on any decks.

Access to indoor locker areas for locker permittees only.

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, no less than one-hundred feet from any building or permanent structure, nor within two-hundred 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 fifteen 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 failing to comply with Village Code.

ALL EVENTS/ACTIVITIES MUST COMPLY WITH EAST HAMPTON VILLAGE CODE.

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

Date

Applicant Signature

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

Office Use Only

Special Conditions: _____

Insurance Certificate Included []

Application Fee Required [] _____

Date paid & Receipt #

Security Deposit Required [] _____

Date paid & receipt #

Cost Reimbursement Required [] _____

Date paid & receipt #

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 Use of Village Property 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

Permit Fees

Village residents and East Hampton Village	EMS Personnel (active and exempt)
Up to 50 people	No Fee
51 people or more	\$100
Catered Gatherings	\$500
Use of Village Parking Lot (per day)	\$250
Non Residents	\$500
Commercial Applicants	\$500

**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: _____