



# Incorporated Village of Woodsburgh

30 Piermont Ave Hewlett NY 11557

516-295-1400 • [Building@woodsburgh.gov](mailto:Building@woodsburgh.gov)

## Temporary Tent Application

Date: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Organization or Entity: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Tent Installer Name: \_\_\_\_\_

Installer's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Date of Installation: \_\_\_\_\_ Date of Disassembly: \_\_\_\_\_

Reason of Event: \_\_\_\_\_

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

Size of each tent: \_\_\_\_\_

Please Check One:      Standing Only \_\_\_\_\_      Chairs Only \_\_\_\_\_      Chairs & Tables \_\_\_\_\_

Number of anticipated attendees: \_\_\_\_\_ of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

Please check all that apply:

Will tent(s) have walls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portable generator to be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heater to be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Propane used/stored on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be cooked and/or served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Food Vendor Name: \_\_\_\_\_ Tel: \_\_\_\_\_

(Proof of Nassau County Health Department Authority to provide food)

**Note: Music shall be played at a reasonable noise level as to not disturb neighbors and only until 11:00 pm.**

### Submit:

1. **Fee: \$300 (Permit is valid for twelve (12) days.)**
2. Nassau County Fire Marshall Tent Permit must be submitted with this application
3. Fire Resistant Certificates for each tent must be submitted
4. Tent Installers Insurances:
  - a. Liability Insurance with the Village as the certificate holder and additionally insured.
  - b. Worker's Compensation Insurance with the Village as the certificate holder.
5. Most up to date survey of the property depicting:
  - a. Location of:
    - i. Tent(s)
    - ii. Emergency egress's
    - iii. Fire extinguishers
    - iv. Generator
    - v. Cooking Equipment
    - vi. Heat/AC
  - b. Sizes of the tent(s)
  - c. Layout of any tables and or chairs
  - d. Design and installation documents for tent(s) including how it will be secured

I hereby attest that and affirm under penalty of perjury that all statements made by on this application are true.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby attest that and affirm under penalty of perjury that all statements made by on this application are true.

Tent Installer Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_