



Incorporated Village of Woodburgh

30 Piermont Ave Hewlett NY 11557
516-295-1400 • Building@woodburgh.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 Vender 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:

- Fee: \$300** (Permit is valid for twelve (12) days.)
- Nassau County Fire Marshall Tent Permit must be submitted with this application
- Fire Resistant Certificates for each tent must be submitted
- Tent Installers Insurances:
 - Liability Insurance with the Village as the certificate holder and additionally insured.
 - Worker's Compensation Insurance with the Village as the certificate holder.
- Most up to date survey of the property depicting:
 - Location of:
 - Tent(s)
 - Emergency egress's
 - Fire extinguishers
 - Generator
 - Cooking Equipment
 - Heat/AC
 - Sizes of the tent(s)
 - Layout of any tables and or chairs
 - 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: _____