

Incorporated Village Of Westhampton Beach
SPECIAL EVENT
OUTDOOR SALES APPLICATION

165 Mill Road
Westhampton Beach, New York 11978
Phone (631) 288-1654 Fax (631) 288-4332
Email: info@westhamptonbeach.org
www.westhamptonbeach.org

DATE: _____

PERMIT FEE \$150. _____

APPLICATION REQUIREMENTS:

YOU ARE REQUIRED TO SUBMIT THE FOLLOWING:

- (a) A numbered list of all goods you wish to display.
- (b) Plans drawn to scale showing the placement of each numbered item from the list

FAILURE TO SUBMIT THE AFOREMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT.-

PART 1: EVENT DATE & TIME

Date(s) Requested: From _____ To: _____

Set-up and breakdown required? If YES, provide additional dates and times:

Time of Event: From _____ To: _____

Rain Date: _____

(Must be determined 24 hours in advance and notification made to WHB Police Department)

PART 2: SPONSORING ORGANIZATION INFORMATION

Property Location _____

(If Using Village Property, separate Use of Village Property Application must be completed and \$100 fee paid)

Property Owner Name _____

Sponsoring Organization Name _____

Phone #: () - _____ Cell # () - _____

Contact Person _____

Organization Address _____

City, State, Zip Code _____

PART 3: DESCRIPTION OF ITEMS TO BE DISPLAYED *(Include approximate size, color and any other information that will allow the Trustees to visualize the area with the items in place. Separate each item with a comma.) Use separate sheet if necessary.*

Certification by Applicant

I/We are duly authorized representative(s) of the group or organization named in this application, have read and agreed to abide by the aforesaid rules.

Signature of Applicant or Representative

Print Name and Title

*Pursuant to Chapter 140-3 of the Village Code, Outdoor sales for special events shall be for a no greater period of time than two consecutive days, with provisions for inclement weather and subject to the approval of the Board of Trustees. ****No signs or advertisements are permitted in outdoor display areas.*

SPACE BELOW IS FOR VILLAGE USE ONLY

Date Application Received:		Application Approved	Disapproved	
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Village Departments to Be Notified:

Department:	Police	Fire	Public Works	Insurance Agent	Other	
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(Signature of Mayor or Mayor's Designee)

Date: _____

Approval of Village Board of Trustees (if necessary)

Date: _____

(Signature of Village Clerk)

Date: _____