



## VILLAGE OF EAST HAMPTON

### **Special Event: Policy, Instructions, Fees, Checklist, & Application**

#### **1) DEFINITIONS:**

**Special event** shall mean any preplanned meeting, activity, parade, or gathering of a group of persons, vehicles, or a combination thereof, having a common purpose on any public/private street, sidewalk, alley, park, or other public/private space or building, which special event substantially inhibits the usual flow of pedestrians or vehicular travel, or which occupies any public/private place or building to preempt normal use of space by the general public or which deviates from the established use of such space or building.

**Catered event** is any special event where a person or entity is contracted to provide food and drink including professional service, at a special event on public property. Professional service shall include, but not be limited to: delivery, set up, preparation, food service or clean up, of any food or beverage, or associated equipment and accessories. This shall not apply to any persons or parties bringing food and drink to a special event on public property provided that no professional services have been contracted.

#### **2) APPLICANT IDENTITY:**

A copy of the Applicant's government-issued ID is required for all applications.

#### **3) SUBMIT APPLICATION TO:**

A fully completed hard copy of the Special Event Permit Application (including all fees) must be submitted to the Village Clerk's Office in person between 9am – 4pm or by mail at the following address:

**Village of East Hampton  
86 Main Street  
East Hampton, N.Y. 11937**

Applications will be deemed incomplete without all required documents & fees.

If you have any questions, please email: [hello@easthamptonvillage.gov](mailto:hello@easthamptonvillage.gov)

#### **4) LATE SUBMISSIONS & RUSH FEE**

Applications submitted less than 21 days before the event date require a \$250 rush fee.

#### **5) PROCEDURAL SYSTEM:**

All applications are reviewed by the Special Events Committee, which comprises the Village's Department Heads from the following departments: Police, Public Works, Beaches, Fire Marshal's Office, Building Department, and the Mayor's Office.

Each committee member is responsible for establishing the guidelines and requirements for each event relevant to departmental operations. The Committee reviews all applications and recommends that the Village Administrator approve or deny them. The Village Administrator shall have the final discretion to approve or deny the event.

The Clerk's Office will inform the Applicant and the Departments of all decisions, and an approved copy will be emailed to the Applicant.

An approved hard copy of the permit must be available at the special event.

## **6) TYPES OF SPECIAL EVENTS**

### **a) RESIDENTIAL SPECIAL EVENT**

If the Applicant is a Village Resident, they may apply for a special event permit on their property. Residential Special Events submitted more than 21 days before the event date are not charged application fees. Residential special events do not require security deposits or liability insurance.

The Applicant can establish village residency with either of the following:

- i) A validated tax receipt in the applicant's name for the current year for a residential taxable property within the Village of East Hampton.
- ii) A valid New York State vehicle registration or a New York State Driver's License in the applicant's name, setting forth an address within the Village of East Hampton.
- iii) Active or exempt Village Fire or EMS Member.

If the Applicant is renting a village residence and would like to host a special event, please get in touch with the property owner for their approval, then fill out the application form and include a signed copy of a lease or agreement.

### **b) NON-PROFIT ORGANIZATION SPECIAL EVENT**

This category encompasses events organized by recognized nonprofit entities in the Village of East Hampton, including those with 501c3 status and religious institutions. To support their community-focused missions, these organizations are exempt from application fees for special events held on public properties such as Herrick Park and other Village-owned spaces.

However, please note that events conducted on Village beaches are subject to standard application fees, regardless of the organization's nonprofit status.

### **c) COMMERCIAL SPECIAL EVENT ON COMMERCIAL PROPERTY**

To establish Village residency, commercial entities must provide legal documentation confirming that their physical place of business is located within the Village of East Hampton.

Commercial entities are limited to hosting no more than ten (10) special events per year. Special events held on commercial properties require the submission of a security deposit and proof of liability insurance.

Commercial businesses are prohibited from utilizing private residences for commercial purposes.

#### **d) PUBLIC PROPERTY SPECIAL EVENT**

To ensure the responsible and equitable use of our public spaces – such as Village Beaches, Herrick Park, and other communal areas – the Village of East Hampton has established clear guidelines for special event applications on public properties. Only the following four categories of applicants are eligible to apply for permits to host special events on public property:

- i) Village Residents
- ii) Non-Residents
- iii) Commercial Property Owners within the Village
- iv) Nonprofit Organizations

This policy aims to balance community interests, preserve the integrity of our public spaces, and facilitate events that enrich the village's cultural and social fabric.

#### **7) ADDITIONAL REQUIREMENTS:**

Public property includes Village Beaches, Herrick Park, and Village Streets.

##### **a) Security Deposit**

All events proposed on village beaches, parks, or public property require a \$1,000 security deposit. Security deposits for events at public properties apply to village residents, non-residents, commercial businesses, and non-profit organizations.

Security deposits must be submitted as a separate check.

Applicants are responsible for removing garbage, refuse, and debris from public property, including all debris, and shall not leave such material in public receptacles, parking lots, or anywhere else on public premises.

Refunded security deposits must first receive approval from the Public Works Department.

##### **b) General Liability Insurance:**

Every application for a commercial, public property, and parade/walk-run special event permit shall include a certificate of insurance that evidences a public liability insurance policy containing the following language, with limits of not less than \$1,000,000 per person / \$2,000,000 per occurrence for bodily injury, and \$2,000,000 per occurrence for property damage for the duration of the special event:

**“The Inc. Village of East Hampton is included as an additional insured with respect to (description of event) to be held (specific date(s) at (specific location)).”**

Certificate Box Holder should read:

Inc. Village of East Hampton  
86 Main Street  
East Hampton, N.Y. 11937

**c) Site Plan:**

All applications proposing special events held in Herrick Park or on Village Streets must submit a copy of the property's site plan with the application.

**d) Cost Reimbursement:**

Where the expected number of people or the duration of the event, parade, or gathering may impact the health and safety, and welfare of the public, the Village Administrator may require the applicant to reimburse the Village for costs of increased police protection, public safety oversight, and public works facilitation. The Village Administrator will contact the Applicant directly after consulting with the Police Chief and Superintendent of Public Works regarding the cost reimbursement necessary to approve the event on public property.

Following the event, the Applicant will be billed for any additional expenses that may have been incurred. The Applicant shall be responsible for paying any extra charges within twenty-one (21) days after the event.

**e) Bathroom Facility Fee:**

Village Beaches with Bathroom Facilities close at 5pm from May - Sept.

Applications at Village Beaches with more than 50 people require a \$250 Bathroom Facility Fee. For approved special events, bathrooms will close at 11 p.m.

Village taxpayers are not required to submit an additional Bathroom Facility Fee.

Non-resident, Commercial, and Nonprofit Applicants proposing a Special Event Permit at Village Beaches must pay an additional \$250 Bathroom Facility Fee.

The Village of East Hampton reserves the right to require the applicant to supply additional bathroom facilities before approving any permit.

**f) Additional Beach Parking:**

Special events requiring the use of a Village Beach Parking Lot require a \$250 fee per day. (Special Event Parking is only allowed after 6 p.m.)

**g) Catered Events:**

All catered special events on public property must include a Workers' Comp Certificate and Suffolk County Health Department License for the caterer. If the Caterer is serving alcohol at the special event, a Special Event License from the New York State Liquor Authority and additional insurance will be required.

Please visit: <https://sla.ny.gov/permits> or call (212) 961-8385 for more information.

Caterers are responsible for removing any garbage, refuse, and debris from the public property including all bonfire debris and shall not leave any such material in the public receptacles, parking lots, or anywhere else on a public premise.

## **8) ATTENDEE LIMITS AT VILLAGE BEACHES**

Main Beach = 150 attendees max

Wiborg Beach = 50 attendees

Georgica Beach = 150 attendees max

Egypt Beach = 0

Two Mile Hollow Beach = 150 attendees max

## **9) TOWN TRUSTEE APPLICATION & FEE**

All Special Events at Village Beaches require a completed Town Trustee Application and a \$300 Fee on a separate check, payable to "East Hampton Town Trustees."

## **10) OUTDOOR MUSIC**

The Village's noise ordinance is in effect and prohibits amplified music outdoors. If the Applicant is applying for a special event with amplified music outdoors, please submit the special event permit to receive approval.

Outdoor music is not allowed from 11pm – 7am at any time. (Ch. 196 of Village Code)

## **11) PARKING**

If the Applicant is using public property to park vehicles or transport guests to and from the special event, the village administrator may request a map or plan.

Vehicles may not block driveways or fire hydrants; or park off the paved portion of any street, must park in the same direction of the flow of traffic; must comply with parking regulations unless an exemption is granted.

## **12) TENTS**

If the special event requires a tent, the Applicant must first be approved for a special event permit, then fill out a Tent Application and receive separate approval from the Fire Marshal.

## **13) PRIVATE SECURITY**

If the special event requires private security, the Applicant must fill out a Private Security Form and receive separate approval from the Police Chief.

## **14) PARADES**

It is understood that no tokens, candy, or other articles are to be thrown from parade participants in moving vehicles(s) to spectators along the route. Participants must hand them out.

Any proposed event that involves closing a major or minor arterial roadway must receive Mayoral and Police Commissioner approval. No street closure shall be approved for non-village-sponsored events. The applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades and security if needed by the Chief of Police.

Special Event Permits for Parades will require the Mayor's approval for street closures of Main Street / Route 27. Annual parades are limited due to traffic flow and police staffing.

## **15) 5K's & WALK-RUN EVENTS**

Any proposed event that involves closing a major or minor arterial roadway must receive mayoral and Police Commissioner approval. No street closure shall be approved for non-village-sponsored events. The applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades, as well as security if needed by the Chief of Police.

## SPECIAL EVENT FEES & CHECKLIST

Special Event Type	Attendees	Fee
<b>Residential Special Event</b>		
<u>Village Resident:</u>	0 – 250 attendees	\$0
<u>Non-Resident:</u>	0 – 24 attendees	\$500
	25 – 50 attendees	\$1,000
	51 – 100 attendees	\$1,500
	101 – 250 attendees	\$2,000
<b>Public Property Catered Event</b>		
<u>Village Resident:</u>	0 – 50 attendees	\$500
	51 – 150 attendees	\$1,000
<u>Non-Resident:</u>	0 – 50 attendees	\$500
	51 – 150 attendees	\$1,000
<b>Public Property Not-Catered Event</b>		
<u>Village Resident:</u>	0 – 50 attendees	\$0
	51 – 150 attendees	\$1,000
<u>Non-Resident:</u>	0 – 24 attendees	\$500
	25 – 50 attendees	\$1,000
	51 – 100 attendees	\$1,500
	101 – 250 attendees	\$2,000
<b>Additional Public Property Event Fees (if applicable)</b>		
Security Deposit?		+\$1,000
Late Submission Fee?		+\$250
Utilizing Public Parking Lot?		+\$250
Utilizing Beach Bathroom Facility?		+\$250
<b>Herrick Park / Parade / Walk-Run Special Event</b>		
	1 – 99 attendees	\$100
	100 – 499 attendees	\$500
	500 – 999 attendees	\$1,000
	1,000 – 2,500 attendees	\$2,500

## DOCUMENTATION REQUIRED

A Government-Issued Photo ID of the Applicant.

Security Deposit (if applicable)

General Liability Insurance (if applicable)

Map/Sketch/Plan (if applicable)

## CHECKS REQUIRED

Village Special Event Application Fee – Check #1 (Grand Total if applicable)

Security Deposit Fee – Check #2 (if applicable)

Town Trustee Application Fee – Check #3 (if applicable)

### **Village Special Event Application Fee**

\$\_\_\_\_\_

\*Grand total check payable to: "Inc. Village of East Hampton"

### **Security Deposit Fee**

+\$1,000

\*separate check payable to: "Inc. Village of East Hampton"

### **Town Trustees Application Fee**

+\$300

\*separate check payable to: "East Hampton Town Trustees"





## Special Event Permit Application

Applications Must Be Submitted 21 Days Prior To The Event Date

### **Applicant Information**

Name of Applicant: \_\_\_\_\_

Is the Applicant: Village Resident ☐ Non-Resident ☐ Commercial Business ☐ Other ☐

Is the Applicant a 501(c)(3) Not-for-profit organization or professional fundraiser? Yes ☐ No ☐

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

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

City, State, Zip: \_\_\_\_\_

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

**Proof of Identity:** Applicant must provide proof of identity at the time of application with a copy of either a valid New York State Driver's License or other government issued Photo ID attached to the application.

### **Event Information**

Total number of people expected: \_\_\_\_\_ (including staff)

Date/s: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

If the application is submitted less than 21 days from event date, a **Rush Fee is required.**

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

Purpose of Event: \_\_\_\_\_

Does the applicant own the property of the proposed event? Yes ☐ No ☐

If "No", then the below information **must** be filled out.

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

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

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

City, State, Zip: \_\_\_\_\_

Is the Applicant the contact person for the special event? Yes ☐ No ☐

If "No", who is the person responsible on-site during the **entirety** of the event?

Full Name: \_\_\_\_\_ Cell#: \_\_\_\_\_

### **Public Property Event Information**

Is the Applicant proposing an event on Public Property? Yes ☐ No ☐

If “No”, Please skip this section.

Please select which Public Property:

Main Beach ☐ Georgica Beach ☐ Two Mile Hollow Beach ☐

Main Beach, Two Mile Hollow Beach, and Georgica Beach have a limit of 150 people per event.

Wiborg Beach ☐ ~~Egypt Beach~~

Wiborg Beach has a limit of 50 people per event. No events are permitted on Egypt Beach. Any Application for proposed events at Village Beaches must be submitted along with a Town Trustee Special Events Application & Fee.

Herrick Park ☐ Village Street ☐

A Map or Plan of the event will be required only when proposed at Herrick Park or Village Streets.

Is the proposed event catered? Yes ☐ No ☐

If “Yes”, please fill out “Caterer Information” below.

Catering Company: \_\_\_\_\_

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

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

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

City, State, Zip: \_\_\_\_\_

Caterer must include: 1) Workers Comp Certificate; and 2) Suffolk County Health Dept. License.

Is the Caterer serving alcohol at the event? Yes ☐ No ☐

If “Yes”, a Special Event License from the New York State Liquor Authority and additional insurance will be required. Please visit: <https://sla.ny.gov/permits> or call (212) 961-8385 for more information

Applicant is responsible for removing any garbage, refuse and debris from the public property including all bonfire debris and shall not leave any such material in the public receptacles, parking lots, or anywhere on a public premise.

### **Sanitary Information**

Sanitary Company: \_\_\_\_\_

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

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

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

City, State, Zip: \_\_\_\_\_

### **Outdoor Music**

Will your event include amplified music outdoors? Yes ☐ No ☐

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Live/Band ☐ DJ/Recorded ☐

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

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

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

Village's noise ordinance is in effect and prohibits amplified music between 11pm – 7am. (Ch. 196 of Village Code)

### **Parking**

Total Number of Vehicles Expected: \_\_\_\_\_ (including staff)

Is the Applicant contracting a Valet Service? Yes ☐ No ☐

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

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

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

City, State, Zip: \_\_\_\_\_

Is the Applicant transporting cars or attendees to or from the event? Yes ☐ No ☐

Additional \$250 Fee if using Village Parking Lots.

Describe where vehicles will be parked? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vehicles may not block driveways or fire hydrants; or park off the paved portion of any street, must park in same direction of the flow of traffic; you must comply with parking regulations unless an exemption is granted.

### **Additional Permits Necessary?**

Is the Applicant hiring a Tent Company for this event? Yes ☐ No ☐

If "Yes", you must fill out a *Tent Application* and receive separate approval from the Fire Marshal.

Is the Applicant hiring a Private Security Firm for this event? Yes ☐ No ☐

If "Yes", you must fill out a *Private Security Form* and receive separate approval from the Chief of Police.

**STATE OF NEW YORK  
COUNTY OF SUFFOLK:**

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit, and if it contains a materially false statement, it shall subject me to the same penalties as if I had been duly sworn. The applicant agrees to comply with all applicable laws and regulations and by signing this application acknowledges they have read Chapter 139 (Special Events), Chapter 196 (Noise), Chapter 267 (Vehicles and Traffic), and Chapter 77 (Beaches) of the East Hampton Village Code.

I hereby acknowledge that the permit must be kept available on the premises during the event, available for inspection by a Police Officer or other Code Enforcement Officer of the Village of East Hampton upon request of such officer.

I also hereby agree to indemnify and hold harmless the Village of East Hampton, its officials, employees, agents, and other persons from and against all claims, costs, judgment, liens, encumbrances, and expenses, including reasonable attorney fees arising out of the acts or omissions or negligence of the applicant, its agents, employees, contractors, or sub-contractors, in connection with this application and any permit or gathering related to this application.

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

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

\_\_\_\_\_  
Date

If assistance is needed, please send a detailed email to: [hello@easthamptonvillage.org](mailto:hello@easthamptonvillage.org) or call 631-324-4150. When completed, please drop off or mail the application to: Village Hall 86 Main Street, East Hampton NY 11937.

**FOR OFFICIAL USE ONLY**

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

Photo ID supplied: Yes \_\_\_ No \_\_\_ Worker's Comp. Yes \_\_\_ No \_\_\_

Insurance supplied: Yes \_\_\_ No \_\_\_ Suffolk County Cert. Yes \_\_\_ No \_\_\_

Tent Permit approved: Yes \_\_\_ No \_\_\_ NYS Liquor License Yes \_\_\_ No \_\_\_

Security Deposit: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ A220/A740

Application Fee: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ A2598

Late Fee Required: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Cost Reimbursement: Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved \_\_\_

Approved with Special Conditions \_\_\_  
(See Attached)

Rejected \_\_\_

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

Approved by: \_\_\_\_\_

**Marcos Baladrón, Village Administrator**



P.O. Box 7073  
Amagansett, NY 11930

**Trustees**  
of the Freeholders and Commonalty of the  
**Town of East Hampton**

631-267-8688  
[trustees@ehamptonny.gov](mailto:trustees@ehamptonny.gov)  
[www.ehtrustees.com](http://www.ehtrustees.com)

---

## 2024 Trustee Special Events Public Assembly Application & Permit

**\*This form MUST be completed for all event requests taking place on the beach.**

**Applicant / Agent Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Applicant is requesting permission to utilize the public property, under the jurisdiction of the East Hampton Town Trustees, known as**

\_\_\_\_\_ on \_\_\_\_\_ between the hours of \_\_\_\_\_  
Location Name (i.e., beach name, access etc...) Date Time of Event

For a gathering of (#) \_\_\_\_\_ people.



The applicant has included as part of this application a check in the amount of \$300 made out to the East Hampton Trustees AND a ***Certificate of Liability Insurance*** naming the Trustees as additionally insured for the event. A minimum coverage of liability of \$1,000,000 AND minimum coverage for Property damage of \$1,000,000 totaling \$2,000,000. The certificate must identify the Trustees using the following language: **Trustees of the Freeholders and Commonalty of the Town of East Hampton, P.O. Box 7073 Amagansett, NY 11930.**

---

### **APPLICANT/AGENT DECLARATION FORM**

The undersigned (Applicant or Agent) agrees to indemnify and hold harmless the Trustees, their employees, agents and other persons, from and against all claims, costs, judgments, liens, encumbrances, damages, costs and expenses, including reasonable attorney's fees, which the Trustees may hereafter incur, suffer or be required to pay by reason of the injury to any person or property attributable to the condition of the real property at the location of the event or to any act, omission, negligence, recklessness or wrongdoing (intentional or unintentional) of the Applicant, its agents, employees, sub-contractors, guests or any other persons present at the event.

The undersigned (Applicant or Agent) has read and agrees to abide by the Trustee Special Event/ Mass Gathering policies set forth and provided to the Applicant or Agent.

I affirm on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under penalties of perjury under the laws of the State of New York, which may include a fine or imprisonment, that I have (a) read and completed the foregoing 2024 Special Events Permit Application; and (b) that the facts and information which I have supplied and provided in completing the application are true and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

1 Cedar Street  
East Hampton NY 11937

**Kenneth Collum**, Fire Marshal



Phone 631.324.4150 ext. 6  
Fax 631.324.0702  
[www.easthamptonvillage.gov](http://www.easthamptonvillage.gov)

## **Tent Permit Information**

**Tent Permit Provide the Following:** Incomplete applications will not be issued a permit. Please make sure all documentation is submitted.

1. \*\*\*Make check payable to the "Village of East Hampton"
2. \*\*\* Provide a detailed site plan indicating all tent locations and dimensions to all surrounding items within (20) feet of tent.
3. \*\*\* If more than 50 People are attending provide a detailed interior plan as per NYSFC (2020 edition) section 3103.6
4. \*\*\*Provide affidavit(s) in accordance with the NYSFC (2020 edition) as per section FC 3107.4

## **Special Requirements**

1. Tents are to have 12 feet clear on all sides for a fire break per NYSFC (2020 edition) section FC3103.8.6
2. There is NO COOKING under the tent(s) without specific written approval by the Fire Marshal.
3. Provide free and clear egress from the tent, exits shall be marked and maintained as per NYSFC (2020 edition) section FC3103.12.
4. NO tent(s) shall be installed in a driveway in a manner that will obstruct access to the house and or other properties or structures.
5. Open flame devices shall not be allowed inside or within (20) feet of the tent. Includes candles, tiki torches or similar devices.
6. ALL DECORATIONS INSIDE THE TENT SHALL BE FLAME RESISTANT in accordance with NYSFC (2020 edition) section 3104.2 and 3104.4.
7. Electric wiring & equipment shall conform to the NFPA 70 2017.
8. Fire extinguisher(s) shall be hung in a visible and accessible location and be provided in quantities as required by NYSFC 2020 FC 906.
9. Tent permits must be conspicuously posted and readily available for viewing when requested by any CEO.
10. All elevated platforms used will require a NYS licensed PE stamp/seal approval certifying that the structural stability of the platform, imposed loads, handrails, stairs, ramps and all applicable provisions of the NYSBC Building and Fire Code (2020) are in compliance. A certification letter is to be submitted prior to occupying and or loading the structure / platform.
11. Parties over 250 people and/or when required by the Fire Marshal shall be equipped with trained crowd / fire manager(s).
12. If temporary liquefied petroleum gas (LPG) is proposed for use on site, a separate permit is required. Please submit both applications together.

**Please continue to Application on next page**

1 Cedar Street  
East Hampton NY 11937

**Kenneth Collum**, Fire Marshal



Phone 631.324.4150 ext. 2  
Fax 631.324.0702  
[www.easthamptonvillage.gov](http://www.easthamptonvillage.gov)

## Tent Permit Application

Name of Applicant: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Tent Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date/s: \_\_\_\_\_ Event Type: \_\_\_\_\_

Estimated Occupants: \_\_\_\_\_ Tent Size: \_\_\_\_\_

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

Date/s Tent Is to Be Erected: \_\_\_\_\_ Time: \_\_\_\_\_

Date Tent Will Be Ready for Inspection: \_\_\_\_\_

Date/s Tent Will Be Used: \_\_\_\_\_

Date Tent Will Be Removed: \_\_\_\_\_ Time: \_\_\_\_\_

Generator? Yes ☐ No ☐ Lighting? Yes ☐ No ☐

Side Panels? Yes ☐ No ☐ Heating? Yes ☐ No ☐

Will there be a stage inside the Tent? Yes ☐ No ☐

Will any tent be located on an elevated platform? Yes ☐ No ☐

Is The Applicant the Property Owner? Yes ☐ No ☐

**\*If the Applicant is NOT the Property Owner, a copy of the lease agreement is required to accompany this application along with duly acknowledged Consent from the property owner to use the above property for the proposed event.**

**Proof of Identity: Applicant must provide proof of identity at the time of application with either a valid New York State Driver's License or other official government ID. The application will not be deemed complete without it.**

**The following shall be provided for each tent(s) listed above: flame retardant certificates, proof of liability and workman's comp insurance, a detailed site plan of where the tent(s) will be erected, and an additional seating and interior layout may be required.**

Tent permit fees are based on the total square footage to be installed on site. Tents, canopies, marquees and other membrane structures shall all be included in the total square footage calculation.

Less than 1,500sq = \$100. 1,500sq - 3,600sq = \$150 3600sq - 10,000sq = \$200 10,000 - 15,000 = \$250 15,000+sq = \$350 \*

**Late Fee (Application received less than 2 days prior to the installation date) = \$50**

Total square footage: \_\_\_\_\_ Additional Fee(s): \_\_\_\_\_ Total Payment: \_\_\_\_\_

I, the undersigned applicant, have hereby read the conditions and understand that I am responsible to comply with all the regulations stated above including NYSFC (2020 edition) Chapter 31. I also hereby confirm that the property owner and authorized tenant have been made aware of this submitted application and have no objections with the Fire Marshal's Office to issue a tent permit and accessing the property to perform any required inspections for the above location during any reasonable hours. Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of the New York State Penal Law.

Print full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to:

1 Cedar Street,

East Hampton NY 11937

Attn: Kenneth Collum, Fire Marshal

**FOR OFFICIAL USE ONLY**

**Approved** \_\_\_\_ **Rejected** \_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal Signature:** \_\_\_\_\_

**Reason for Rejection:** \_\_\_\_\_

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



1 Cedar Street  
East Hampton NY 11937

Jeffrey Erickson, Police Chief



Phone 631.324.4150 ext. 5  
Fax 631.324.0702  
www.easthamptonvillage.gov

## Private Security Form

**All Security Firms Must Be Licensed with The New York Department of State**

Event Date: \_\_\_\_\_ Property Owner: \_\_\_\_\_

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

Security Company: \_\_\_\_\_

Company Owner: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Company Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

**Contact MUST Be There for The Entirety of Event**

Uniformed Security Officers: \_\_\_\_\_ Plain Clothes: \_\_\_\_\_ Armed Security Officers: \_\_\_\_\_

**(If Armed, list Full Names/DOB/License Number on reverse side)**

NYS License #: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

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

Company Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Security Plan: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1 Cedar Street  
East Hampton NY 11937

**Jeffrey Erickson**, Police Chief



Phone 631.324.4150 ext. 5  
Fax 631.324.0702  
[www.easthamptonvillage.gov](http://www.easthamptonvillage.gov)

### Private Security Form: List of Armed Security Officers

Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____
Full Name: _____	DOB: _____	License #: _____

#### FOR OFFICIAL USE ONLY

Approved \_\_\_\_ Rejected \_\_\_\_ Date: \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_

Reason for Rejection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_