



# TOWN OF EAST HAMPTON

159 Pantigo Road  
East Hampton, NY 11937

Office of  
Fire Marshal

Tel. 631-329-3473  
Fax: 631-329-9403

## APPLICATION FOR MASS GATHERING PERMIT

Pursuant to provisions of Chapter 151 "Mass Gatherings" of the Town of East Hampton Town Code, the following application is made. Completed application shall be submitted to the Town Board, Town of East Hampton, at least twenty-one (21) days prior to the date of the gathering. There is no fee for this permit.

Please note: Certificate of Insurance and supplemental information may be required. See page 3 for insurance information.

### SECTION 1. APPLICATION INFORMATION

a) Name & Address of applicant: \_\_\_\_\_

Phone/Fax \_\_\_\_\_

b) Sponsoring Organization (If any): \_\_\_\_\_

name, address, telephone number and fax number of applicant/organization: \_\_\_\_\_

c) What is applicant's relationship to sponsoring organization? \_\_\_\_\_

d) Is the applicant a professional fund raiser? (As defined in §171-a of the New York Executive Law):  Yes  No

### SECTION II. NATURE OF EVENT

a) What is the nature and purpose of the gathering? \_\_\_\_\_

b) Location of Gathering, Street Address: \_\_\_\_\_

Tax Map Number of Premises: \_\_\_\_\_

c) Description of Premises: (Include whether commercial or residential, approximate size of parcel) \_\_\_\_\_

d) Ownership of premises: Who owns premises where gathering will take place?  Applicant  Other

**IF APPLICANT DOES NOT OWN PREMISES, DOES APPLICANT HAVE CONSENT OF OWNER TO HOLD GATHERING?**

\_\_\_\_\_ (Attach written consent of owner or copy of lease agreement.)

**SECTION III. PERTINENT INFORMATION**

a) **Date and Time:**

1) Date(s) of gathering: \_\_\_\_\_ Number of Persons Expected \_\_\_\_\_

2) Time of gathering, expected duration \_\_\_\_\_

b) **Music**  Yes  NO If Yes, please state the source that is to be provided. i.e., live band, record/tape player, disc jockey, etc. – **all music must end at 11:00 p.m.**

c) **Lighting:** Indicate all lighting other than the house lights used and measures to be taken to prevent any source of exterior lighting from becoming visible across property lines

d) State details for refuse removal and provisions for sanitation facilities:

e) Will a tent (or tents) be provided in connection with the proposed affair?  Yes  No If yes, please have the attached Tent Permit application completed and approved by the Fire Marshal.

f) Will there be an admission charge for the event?  Yes  No Will the event include sales of any kind?  Food/Drink  
 Crafts  Other \_\_\_\_\_

h) **Parking:** Attendant?  Yes  No Number of cars on property: \_\_\_\_\_ Along Road: \_\_\_\_\_  
If gathering will take place along a public roadway, such as a race or walk-a-thon, describe route (attach map if applicable)

i) **Signage:** Will there be off premise signage? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, it can only be displayed 10 day prior to the event. **Sign not to exceed 4X8 feet.**

The applicant further consents and agrees to abide by any and all ordinances of the Town of East Hampton, including, but not limited to Chapter 151 "Mass Gatherings", Chapter 185 "Noise", and Chapter 240 "Vehicles & Traffic" of the East Hampton Town Code. Copies of the above mentioned ordinances are available upon request.

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

PERMIT #: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**CHIEF FIRE MARSHAL**

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Signature

REASON(S) DENIED: \_\_\_\_\_