



TOWN OF EAST HAMPTON

159 Pantigo Road
East Hampton, NY 11937

Office of
Town Board

Tel. 631-324-2620
Fax: 631-324-6280

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.)

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 to an inspection of the premises by a police officer or other enforcement officer, upon request, for the purpose of ensuring that the terms and conditions of the permit are met 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: _____

TOWN BOARD LIAISON

DISAPPROVED _____

Signature

REASON(S) DENIED: _____

Information for applications considered "Mass Gatherings."

Application having been made to the Town Board of the Town of East Hampton, Suffolk County, State of New York, for the issuance of a permit as specified. In the event that this application is granted we do hereby agree that no events, entertainment, games, mechanical rides, or activities will be operated, conducted, or maintained upon the premises in connection with the mass gathering, except as set forth herein. Further we hereby agree not to operate any mechanical rides, or cause or permit any noisemaking devices to be maintained between the hours of 11:30 p.m. and 9:00 a.m., in accordance with Chapter 185 "Noise" of the East Hampton Town Code.

SIGNATURE

CERTIFICATE OF INSURANCE

annexed hereto is a Certificate of Insurance naming the organization responsible for the bazaar, fair, entertainment, or other mass gathering or event, and the Town of East Hampton is covered parties ("insured"), setting forth the purpose of the event and the date(s) thereof, in a minimum amount of FIVE HUNDRED THOUSAND (\$500,000) DOLLARS coverage for liability, and TWO HUNDRED FIFTY THOUSAND (\$250,000) DOLLARS for property damage. It is understood and agreed that no permit shall be issued for an event unless the attached Certificate of Insurance is approved by the agent representing the insurance underwriter.

Organization Name

Signature

Print Name & Title

Date