



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 are 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 ("insureds"), 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

RELEASE OF ALL CLAIMS
AND
AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

DATE: _____

In consideration of the permission given by the Town of East Hampton for the use of

_____ in order to
(Town Facility)
_____, on _____
(Nature of Event) Date(s)

_____ hereby agrees to indemnify and
(Name of applicant, organization)

hold harmless the Town of East Hampton and every agent, employee, and official thereof against all liabilities, claims, suits, awards or judgments whatsoever which may arise directly or indirectly out of the above activity in favor of, or which might be claimed by _____ or third parties.
(Name of applicant/organization)

It is understood and agreed that this release of claims and agreement to indemnify and hold harmless is a condition precedent and an unseverable part of the permission given by the Town of East Hampton, and the Town was induced to grant such permission by the promise of the undersigned to grant this release.

NAME: _____
(PLEASE PRINT)

Responsible official of
organization with authority
to sign.

SIGNATURE: _____

STATE OF NEW YORK
COUNTY OF SUFFOLK

Today, _____,
(Date) (Name)

Appeared before me and signed the foregoing instrument.

NOTARY PUBLIC

APPLICATION FOR TENT PERMIT

Please **type** or **print** & submit **2 weeks prior** to proposed event.

1 Applicant _____ Phone# _____ - _____ - _____

Mailing Address _____

2 Sponsor _____ Phone# _____ - _____ - _____

Mailing Address _____

3 TentSite:# _____ St. _____ Hamlet _____

4 Owner of Site _____ Phone # _____ - _____ - _____

Mailing Address _____

5 Proposed Use: _____

6 Tent Supplier _____

Phone # _____ - _____ - _____ Fax # _____ - _____ - _____

7 Date to be Erected _____ Used _____ Removed _____

8 Period of operation: Start time _____ End time _____

9 Number & Size of Tents _____

10 The following will be provided: Side panels? Yes [] No [] Generator? Yes [] No []

Electric lighting? Yes [] No [] Heating equipment? Yes [] No []

11 Will any tent be located on an elevated platform? Yes [] No []
Platforms for elevated tents require a plan stamped by NYS architect or engineer for structural stability for the intended use and must be inspected by the Building Dept.

12 Guy ropes, stakes and other support equipment adjacent to or in the path of exits travel must be effectively enclosed or guarded to protect persons from injury.

13 Estimated Maximum Number of Occupants at any time: _____

14 A site plan or illustration and floor plan is attached: Yes [] No []

15 Interior plan indicating seating and exit arrangement is attached: Yes [] No []

Notice: Signature below indicates that individual named has read attached NYS Code provisions and agrees to all provisions and all conditions of subsequent permit.

Signature of Applicant _____

Date

Print Name of Applicant _____

Send Permit & any related correspondence to ? (1, 2, 4 or 6 above)

Original copies must follow faxed materials before a permit can be issued.

Do Not Write Below This Space - Fire Marshal Use Only

Floor Plan (Seating & Exit) provided: Yes [] No []
Site Plan or Illustration provided: Yes [] No []
Architect/Engineer Report provided: Yes [] No []

Hold pending approval:

Mass Assemblage Permit []

Town Trustees []

Bldg. Dept. []

Other _____

Approved []

Denied []

Fire Marshal _____ Date _____/_____/_____

Copy to [] Mas. Gather Cord.

[] Bldg. Dept.

[] Town Trustees

State and local “tent codes” have Changed. Please familiarize yourself with all the applicable requirements of all the codes. (State Fire Code sections regulating tents is attached for your review)

If event will have **more than 50 people** attending, a mass assemblage permit may be required. If applicable, please contact the town’s mass gathering permit coordinator at 324-2620.

Tents shall not be erected, without first obtaining a permit except tents, not exceeding 700 square feet erected on premises designated for one-family dwelling use and being used as such.

All applications require a **site illustration** with sizes and tent distance from lot lines, buildings and other tents.

Detailed **site and floor plans** must be submitted indicating seating arrangement, exits arrangement, heating and electrical equipment for tents more than 700 sq. ft.

Tents erected on **elevated platforms** must have an architect or an engineer’s stamp attesting to structural stability. Handrails and guardrails must also be provided as required by the Code.

Guy ropes, stakes and other support equipment adjacent to or in the path of exits travel must be effectively enclosed or guarded to protect persons from injury.

Tents shall not be installed in **driveways** so as to block emergency ambulance and fire vehicle access to other structures located on the property.

Use: Town code permits tents to be installed no more than 48 hours prior to the permitted event and all tents must be removed within 48 hours following the permitted tent event.

Combustible materials for decorative purposes are not permitted unless approved flame-resistant. Documentation and or tests will be required accordingly. Certificates should be **submitted as early** as possible but not less than 2 week prior to event.

Open flame devices, including candles, shall not be permitted inside or within 20 feet of the tent while open to the public. Alternate devices, similar in nature, must be expressly approved by this Office. Actual samples should be **submitted as early** as possible but not less than 2 week prior to event.

Portable fire extinguishers, with minimum 2A:20B:C rating, shall be provided in tents as required by §F906.

Electrical wiring & equipment shall conform to the National Electrical Code. **Lightning** protection is not required – a tent is **not** the place to be during a storm!

Tent permits must be conspicuously posted from date of tent setup to tent removal.

Standby Personnel (crowd managers or fire watch detail) when required shall be approved and shall remain on duty for the duration of the event. Arrangements for such must be approved by the Fire Marshal not less than 2 week prior to event.

NOTE: The **applicant** is responsible for communicating all applicable tent regulations and provisions to those persons supplying or installing any tent, to all persons supplying or installing materials to decorate or illuminate any tent, and any other persons that will supply utilities to the site or tent, including site owner, renter and the organizer(s) of the event.