



Village of Southampton

23 Main Street

Southampton, NY 11968

DEPARTMENT OF FIRE PREVENTION

Telephone 631 283-0247 Ext. 152

Fax 631 283-0649

Email: dmcnamara@southamptonvillage.org

DEAN McNAMARA

Fire Marshal II

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 Southampton.
2. *** Provide a detailed site plan indicating all tent locations and dimensions to all surrounding items within (20) feet of tent(s).
3. *** If 50 or more people are attending, please provide a detailed interior plan as per NYSFC section 3103.6

SPECIAL REQUIREMENTS:

1. Tents are not permitted to be erected on any Village beaches without a beach event permit from the Southampton Village Registrar's Office at (631)-283-0247 x226. Only two tents can be installed when beach conditions allow and shall not exceed a 40x80 and a 20x20 service tent.
2. There is **NO COOKING** or **SMOKING** 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 section 3103.12.
4. NO tent(s) shall be installed in driveways that will obstruct access to any buildings 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 section 3104.2 and 3104.4.
7. Electric wiring & equipment shall be installed by a Southampton Town Licensed Electrician in compliance with NFPA 70 2017.
8. Tent Fire extinguisher(s) shall be hung in a visible and accessible location and be provided in quantities as required by NYSFC 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 NYS Building and Fire Code (2020) are in compliance. Certification letter 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 liquified petroleum gas (LPG) cooking or heating is required for use on site a separate permit is required. Please submit both applications together.
13. Application may be denied if the property has open violations and/or open building permits, it shall be the applicant's responsibility to make sure the property is in good standing prior to submitting an application. Once submitted, the application payment is non-refundable.
14. This permit is for the use of a tent as described. This permit is independent of zoning regulations and is not intended to infer that the use of a tent is a permitted use under zoning regulations. Additional permits or safety plans may be required for any special events.

*****PROPERTY OWNER CONSENT FORM IS REQUIRED WHEN APPLICANT IS NOT THE PROPERTY OWNER*****

APPLICANT: _____ TYPE OF EVENT: _____

EMAIL: _____ PHONE: _____

TENT COMPANY: _____ EMAIL: _____

LOCATION OF EVENT: _____

PROPERTY OWNER: (If not the applicant, complete Owners Endorsement on the back): _____

OWNERS PHONE: _____ EMAIL: _____

DATE TENT(S) WILL BE INSTALLED: _____ DATE REMOVED: _____ DATE OF EVENT: _____

TOTAL OCCUPANCY LOAD #: (Including Staff) _____ WILL TENT HAVE SIDES? YES / NO

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. ****Permit application fees are nonrefundable.****

Less than 1,000sq = \$100	1,000 – 3,600sq = \$225	3600 – 5,000sq = \$325	5,000 - 10,000sq = \$425
10,000 - 15,000sq = \$525	15,000sq or greater = \$625	Beach Tent Permit = \$550	*Late Fee = \$100

*Late Fee is charged after 4pm on the working day, two days before the proposed tent installation date. For weekend events the fee will be charged after 4pm on Wednesday prior to the proposed tent installation date. The application is considered complete when all documentation and payment have been received by our office.

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 (when applicable) have been made aware of this application and have no objections with the Fire Marshal's Office issuing a tent permit and accessing the property to perform any required inspections for the above location during any reasonable hours. I further agree to indemnify and hold harmless the Village of Southampton and Fire Marshals from against any and all losses, liabilities, damages, or costs sustained by any person for personal injury, death, or property arising out of, or as a consequence to the Tent permit issued.

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: _____

Receipt # _____ Permit # _____

Land Owner's Endorsement and Hold Harmless Form

(Must be signed by the property owner before a notary and submitted with the Tent application, when the applicant is not the property owner)

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

I, _____, being by me duly sworn, deposes and says,
Please print name

I am: (check one) _____ a part owner in fee
_____ the sole owner in fee
_____ an officer of the corporation which is the owner in fee

Of the premises described in the foregoing Application.

I reside at _____
Street City State Zip Code

I have authorized _____ to make the foregoing application to the Village of Southampton Fire Marshal's Office for a Tent Permit as described, herein.

In consideration of issuance by the Village of Southampton a Tent Permit on the Property, the Owner voluntarily agrees to indemnify and hold the Village of Southampton and its officers, employees, and agents harmless from and against any and all losses, liabilities, damages, or costs sustained by any person for personal injury, death, or property damages, or costs sustained by any person for personal injury, death, or property damage arising out of, or as a consequence to the tent permit issued.

The undersigned further agrees to indemnify and hold harmless the Village of Southampton and its officers, employees, and agents from and against any and all losses, liabilities, damages, or costs which may be imposed upon, incurred by or asserted against the Village of Southampton by reason of any act of omission of the undersigned, which result in damage or injury of any kind to any person or any property and which arises out of or is any way connected with the Tent permit issued by this office.

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

Signature of Property Owner

(If the Owner is a corporation, please indicate name of corporation and title of corporate office whose Signature appears above)

Sworn before me this

_____ day of _____, 20_____.

Notary Public