



Village of Southampton

23 MAIN STREET
SOUTHAMPTON, NEW YORK 11968-4899
Website: www.southamptonvillage.org
Email: registrar@southamptonvillage.org

APPLICATIONS MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO THE REGULARLY SCHEDULED BOARD OF TRUSTEE MEETING AT WHICH YOU WISH TO BE HEARD. ALL APPLICATIONS MUST BE COMPLETE, WITH INSURANCE CERTIFICATES ATTACHED.

Beach Event Permit Application

Date of Event _____ Time of Event from _____ to _____

Beach Location _____ Number of people attending _____
(only one day per weekend allowed)

Applicant's Name and Address _____

Purpose of Event _____

Corporation Name (if any) _____

Phone # _____ Fax# _____ Secondary Contact & # _____

Village Resident: yes ___ no ___ Village Property Owner: yes ___ no ___

Caterer (name/contact person) _____

_____ Valet Parking? yes ___ no ___

Valet Company name/contact person/phone # (if application): (submit service contract for this event)

Security Company name/contact person/phone # (if applicable): (submit service contract for this event)

Music System yes ___ no ___ if yes describe _____
(please specify live band, disc jockey, cd player/radio, etc.) **(Music must terminate by 11:00 pm)**

Audio Equipment Company name/contact person and phone # (if applicable):

_____ (needed if equipment not operated by applicant)

Tent or Structure? yes ___ no ___
(separate permit required)

Approval #: _____

Bonfire? yes ___ no ___
(separate permit required)

Approval #: _____

Temporary LPG? yes ___ no ___
(separate permit required)

Approval #: _____

Restroom facilities needed? yes ___ no ___

Parking exemption needed? yes ___ no ___

Parking conditions: _____

Sanitation: **All refuse must be removed from the beach location by applicant or caterer at conclusion of event.**

Note: removal of refuse and provisions for sanitation facilities are at the applicant's expense.

Estimated attendance & Fees:	Residents		Non-Residents
0-30 People	\$0.00		\$500.00 & \$2500.00 Deposit
31-50 People	\$0.00	& \$500.00 Deposit	\$750.00 & \$2500.00 Deposit
51-99	\$100.00	& \$500.00 Deposit	\$1000.00 & \$2500.00 Deposit
100-199	\$250.00	& \$500.00 Deposit	\$2500.00 & \$2500.00 Deposit
200- 250	\$250.00	& \$500.00 Deposit	\$5000.00 & \$2500.00 Deposit

The undersigned is over 21 years of age, have read the guidelines, and agree to comply with them. I also agree to be responsible to the municipality for the utilization of the Village beach. and do hereby covenant and agree to defend, indemnify, and hold harmless the Village of Southampton from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damages, to the extent permissible by law arising out of or in connection with the actual or proposed use of this Village of Southampton location.

Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of New York State Penal Law.

Applicant Signature _____ Date _____

Please print _____

VILLAGE ADMINISTRATOR

Certificate of Insurance _____	Event Fee _____	Amount _____	Deposit _____	Ck# _____
	Tent Fee _____	Amount \$550.00		Ck# _____
	Bonfire Fee _____	Amount \$75.00		Ck# _____
	Temporary LPG _____	Amount \$50.00		Ck# _____

Note: Additional fees apply if applications for the following are received less than 2 days prior to the event.

Tents: \$100.00 Bonfires: \$25.00 Temporary LPG: 25.00

APPROVED _____ **DATE** _____
Village Administrator

Submit all pages of this application including tent/ bonfire applications to Village Clerk's office.

BEACH EVENT GUIDELINES

Applications for events of 50 people or less are to be submitted to the Village Clerks Office by 12pm the business day before event.

All beach activities must comply with Southampton Village Code.

No admission fees may be charged for functions conducted on Village property, and fund-raising activities are not permitted, except as approved in advance by the Board of Trustees.

Beach events may not use vehicles on the beach between the hours of 9am and 6pm, from June 15 thru September 15.

4 X 4 Vehicle Permits are required for drive-on access to village beaches.

Beach events are not to start before 6pm and must end (including cleanup of all refuse) by 11:59pm.

Beach events may not set up before 5pm and must be completely cleaned up before 9am on the following day. Note: 4x4 Vehicles with the proper drive-on permit are not allowed to drive onto the beach before 6pm and all trash must be removed from the beach at the conclusion of the event and shall not be left on site until the following morning.

Equipment trailers are prohibited on village beaches prior to events with the exception of set up prior to 9am and may not be left on the beach throughout the day.

Any Open Burning, Recreational Fires, Portable Fireplaces or Bonfires conducted on the beach will require a separate Bonfire Permit. A copy of the Bonfire application can be found at the following link:

<http://southamptonvillage.org/gallery/deptforms/41.pdf>

Any Tents, canopies, marquees and other membrane structures including ez-up style pop-up tents require a separate tent permit prior to installing any structures on the beach. The beach tent fee is \$350 which allows a maximum of (1) 40x80 and (1) 20x20 service tent as long as the beach during high tide provides a 30ft clear and unobstructed emergency vehicle access on both the north and south side of the tents. A copy of the tent application can be found at the following link: <http://southamptonvillage.org/gallery/deptforms/40.pdf>

The use of Temporary Liquefied Propane Gas (LPG) for heating, cooking or other uses with in the Village will require a separate permit. A copy of the LPG Temporary Permit Application can be found at the following link:

<http://southamptonvillage.org/gallery/deptforms/111.pdf>

Only service animals are permitted at a beach event.

It is the responsibility of the applicant to remove all garbage and debris and restore the event area to the condition in which it was found.

This application shall be accompanied by a Certificate of Comprehensive General Liability Insurance with limits of not less than \$1,000,000 per occurrence (bodily injury/property damage) AND \$2,000,000 aggregate. The Village of Southampton must be named as an additional insured for this activity. Failure to supply the necessary insurance coverage will result in disapproval of this application. The Board of Trustees may require lower or higher limits of protection in the sole discretion of the Board of Trustees.

A copy of the Beach event permit must be at the event and be made available upon request.

Southampton Village reserves the right to shut down any event, at any time for any violation of these rules or failing to comply with Village code. 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 Village of Southampton, including, but not limited to Chapter 77 "Noise", Chapter 86 "permit parking", and Chapter 110 "vehicle and Traffic" of the Village of Southampton Code. Copies of the above-mentioned ordinances are available upon request.

