



# Village of Southampton

23 MAIN STREET • SOUTHAMPTON, NEW YORK 11968-4899

Website: www.southamptonvillage.org

631-283-0247 / Fax: 631-283-4990

## WALK/RUN/EVENT APPLICATION

**(MUST ALSO PROVIDE A COVER LETTER WITH EVENT DESCRIPTION, FEES, AND BENEFICIARY(S) IF A FUNDRAISER, PRIOR TO PRESENTING TO VILLAGE BOARD FOR APPROVAL)**

Name of Applicant/Corporation: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Duration of Event: From: \_\_\_\_\_ To: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

Name and Address of Contact Person: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax#: \_\_\_\_\_ Secondary#: \_\_\_\_\_ Secondary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Access to Veterans Hall? Yes \_\_\_\_\_ No \_\_\_\_\_ Electric outlets? Yes \_\_\_\_\_ No \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Village Custodial Assistance needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Ambulance Assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

Police Assistance? Yes \_\_\_\_\_ No \_\_\_\_\_ # Needed \_\_\_\_\_ Utilize Own Volunteers? Yes \_\_\_\_\_ No \_\_\_\_\_

Notes (please give specific needs: eg. Maintain traffic flow, etc.) \_\_\_\_\_

**Note: Removal of refuse and provisions for sanitation facilities are at the applicant's expense.  
Applicant MUST review Event Guidelines on reverse side and sign on bottom of second page.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **FOR VILLAGE USE ONLY**

Police Fee \$125.00 per Police Officer \_\_\_\_\_ Hour(s) \$ \_\_\_\_\_ Amount

Seasonal Police Officer/Ordinance Inspectors \$48 per hour \_\_\_\_\_ Hour(s) \$ \_\_\_\_\_ Amount

Traffic Control Officers \$30 per TCO \_\_\_\_\_ Hour(s) \$ \_\_\_\_\_ Amount

Custodial: Supervision \$60 per hour \_\_\_\_\_ Hour(s) \$ \_\_\_\_\_ Amount

Ambulance Assistance \$60 per hour \_\_\_\_\_ Hour(s) \$ \_\_\_\_\_ Amount

**Total Amount Due \$** \_\_\_\_\_

**Board of Trustees Approval Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Village Administrator**

# WALK/RUN/EVENT GUIDELINES

All events must be approved by the Village Board of Trustees at a scheduled Board meeting.

All applicants must have location and/or race course reviewed by the Mayor’s Assistant and Village Police Department prior to Board approval.

Safety is of extreme importance to our Village; therefore at the discretion of the Village Police Department the Police Staff must be utilized at overtime rate to cover designated areas of course at the applicant’s expense. For events where traffic control assistance is needed, the applicant will be required to place an ad in the Southampton Press to notify local residents well in advance of date and time of their event.

## STANDARD FEES ARE AS FOLLOWS:

**Police Assistance:** \$125.00 per hour (Overtime Rate)

**Seasonal Police Officers/Ordinance Inspectors:** \$48 per hour

**Traffic Control Officers:** \$30.00

**Building Maintenance fees:** \$60.00 per hour (Mon-Fri after 3:00 p.m. and/or Saturday and Sunday)

**Ambulance Assistance fees:** \$60.00 per hour.

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 the completion of an Indemnification Form, and 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 higher limits of protection at the sole discretion of the Board of Trustees.

Southampton Village reserves the right to shut down an event, at any time for any violation of these rules or failing to comply with Village code.

The applicant consents to an inspection at any time of the buildings and/or race course by a Village official for the purpose of ensuring that the terms and conditions of the permit are being met and agrees to comply with 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.

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_