



Edward Deyermond, Mayor
Edward J. Gregory, Trustee
Brian Gilbride, Trustee
Sandra L. Schroeder, Village Clerk

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Gregory N. Ferraris, Deputy Mayor
Tiffany Scarlato, Trustee
Craig Furrer, Village Treasurer
Lisa Kombrink, Esq.

APPLICATION FOR TENT PERMIT

A PERMIT IS REQUIRED FOR ALL TENTS OVER 200 SQUARE FEET OR 50 PERSONS

APPLICANT	
NAME	_____
ADDRESS	_____
CITY/STATE/ZIP	_____
PHONE	_____

TENT CONTRACTOR	
NAME	_____
ADDRESS	_____
CITY/STATE/ZIP	_____
PHONE	_____

CUSTOMER/EVENT LOCATION	
NAME	_____
ADDRESS	_____
CITY/STATE/ZIP	SAG HARBOR, NY 11963
PHONE	_____

EVENT INFORMATION	
TENT DIMENSIONS	_____
# PERSONS ATTENDING	_____
EVENT COORDINATOR	_____
DATE/TIME OF EVENT	_____

APPLICATIONS MUST INCLUDE ALL THE FOLLOWING:

- A DETAILED SITE AND FLOOR TO INCLUDE:
 - MEANS OF EGRESS FACILITIES
 - SEATING CAPACITY
 - ARRANGEMENT OF THE SEATING
 - LOCATION OF HEAT AND ELECTRICAL EQUIPMENT

- A CERTIFICATION OF FLAME RESISTANCE FOR THE TENT MEMBRANE, SIDEWALLS, BUNTING AND COMBUSTIBLE DECORATIONS TO INCLUDE:
 - NAMES AND ADDRESS OF THE OWNERS OF THE TENT
 - DATE THE FABRIC WAS LAST TREATED WITH FLAME-RESISTANT SOLUTION
 - TRADE NAME OR KIND OF CHEMICAL USED FOR TREATMENT
 - NAME OF PERSON OR FIRM TREATING THE MATERIAL
 - NAME OF TESTING AGENCY AND TEST STANDARD BY WHICH THE FABRIC WAS TESTED

INCOMPLETE APPLICATIONS WILL BE RETURNED UNREVIEWED

THIS INSTALLATION SHALL COMPLY WITH THE FIRE CODE OF NY STATE	
SIGNED: _____	DATE: _____
NAME: _____	TITLE: _____

TENT GUIDELINES

- TENTS MAY NOT BE LOCATED WITHIN 20 FEET OF LOT LINES, BUILDINGS, OTHER TENTS, PARKED VEHICLES OR INTERNAL COMBUSTION ENGINES.
- NO COMBUSTIBLE MATERIAL SUCH AS HAY OR STRAW SHALL BE LOCATED WITHIN ANY TENT.
- NO COMBUSTIBLE MATERIAL OF ANY TYPE IS ALLOWED UNDER SEATING.
- COMBUSTIBLE MATERIALS OR VEGETATION THAT COULD CREATE A FIRE HAZARD ARE PROHIBITED WITHIN 20 FEET OF THE TENT.
- SMOKING IS PROHIBITED IN THE TENT. APPROVED "NO SMOKING" SIGNS SHALL BE CONSPICUOUSLY POSTED.
- DEVICES EMITTING FLAME, FIRE, OR HEAT SHALL NOT BE PERMITTED INSIDE OR LOCATED WITHIN 20 FEET OF THE TENT.
- FLAMMABLE LIQUIDS, FLAMMABLE GAS, CHARCOAL OR OTHER COOKING DEVICES SHALL NOT BE PERMITTED INSIDE OR LOCATED WITHIN 20 FEET OF THE TENT.
- PORTABLE FIRE EXTINGUISHERS SHALL BE PROVIDED IN ACCORDANCE WITH THE FIRE CODE OF NY STATE.
- EXIT SIGNS SHALL BE PROVIDED AND CONTINUOUSLY ILLUMINATED.
- EXITS SHALL BE ILLUMINATED.
- TENTS AND OTHER MEMBRANE STRUCTURES SHALL NOT BE INSTALLED SO AS TO OBSTRUCT EMERGENCY VEHICLE ACCESS TO ANY STRUCTURE ON THE PROPERTY.

COOKING TENTS

- COOKING TENTS SHALL BE SEPARATED FROM OTHER TENTS BY A MINIMUM OF 20 FEET.
- COOKING AND HEATING EQUIPMENT IS PROHIBITED WITHIN 10 FEET OF EXITS OR COMBUSTIBLE MATERIAL.
- LP GAS CONTAINERS SHALL BE SECURED OUTSIDE THE TENT. SAFETY RELEASE VALVES SHALL BE POINTED AWAY FROM THE TENT.