



Village of Sag Harbor Special Events Permit Application



INSTRUCTIONS TO APPLICANT

Special Event : Any social occasion or activity whether occurring on public or private property, having more than 75 persons in attendance, private, by invitation only or open to the public, conducted outdoors, with or without an admission fee or donation and held on a one-time or occasional basis, including, but not limited to, carnivals, circuses, fairs, bazaars and outdoor shows, horse shows or exhibitions, concerts, parties of any type, road rallies and parades. A special events permit will be required regardless of the number of expected persons where the proposed event is to walk, run or bike on any public street or road, or will require a road closure.

1. Written Permit Required. Where the activity does not constitute a special event as defined above, the Village Administrator may, upon written request, confirm in writing that the event does not require a special event permit.
2. Early Notice. A letter of intent to apply is encouraged to be submitted at the earliest possible date. The letter should include the proposed date(s) of the special event, time the event is to be held, address location where the event is to be held and an estimated number of persons attending the proposed event.
3. Mandatory Notice. Applications must be completed in full and submitted with all the required information and material no later than Thirty (30) days prior to the date the proposed event will begin. The Village Administrator reserves the authority to reject any application that is found to be incomplete.
4. All applications must be submitted with the associated fee as stated in Section 5 of this application and must be accompanied by a Comprehensive Liability Insurance Policy naming the "Village of Sag Harbor" as an additional insured in accordance with Section 9 of this application.
5. All applications for permits shall be reviewed by the Village Board, Chief of Police and all necessary departments or advisory boards. The Village Board may conduct a public hearing or hearings with respect to any application of a special event permit and if such is conducted the Board shall fix a time and place for such hearing(s) and provide notice at least Ten (10) days prior to such hearing. Please review Chapter 44-A-4 for detailed information pertaining to review of application.
6. All applicants remain subject to all other applicable permits as may be required, including but not limited to approvals for signs, banners, tents and fireworks.
7. Prohibited Events. No permit shall be issued authorizing a special event nor shall any such event be held within the Village as stated in Section 10 of this application.



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8. The Village Board may require the applicant to provide a letter of credit, bond or other suitable security instrument to secure compliance with conditions in Chapter 44A (Special Events) of the Sag Harbor Village Code to ensure that the Village is reimbursed for its costs to ensure adequate cleanup of the property after the event. If the applicant fails to honor the permit conditions or to adequately cleanup the property within 24 hours following the event, the Village may use such portions of the security as is required to remedy the situation.
9. Where concerns exist regarding health, safety and welfare, the Village Board may require the special event, including any temporary structures or equipment erected in connection therewith, to comply with all applicable minimum zoning setbacks pursuant to Chapter 55 of the Sag Harbor Village Code.
10. The Village may condition the benefit conferred by a special event permit upon such other additional requirements it deems necessary to ensure compliance with Chapter 44A of the Sag Harbor Village Code and for the general protection of the health, safety and welfare of persons and property in the Village.
11. If permission to hold a special event is granted, the permit shall set forth the maximum number of persons permitted to attend the event.
12. The special event permit issued hereunder, including the Village Board resolution authorizing such permit, shall be kept on the property during the special event and shall be presented for inspection by any enforcement officer or other duly authorized official or employee of the Village of Sag Harbor upon request.



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If a section is not applicable, indicate N/A. NO BLANKS It is the applicant's responsibility to ensure that the application is complete, accurate and is submitted with all the required information and material as stated herein. Incomplete applications will not be processed.

Applications **MUST** be submitted at least 30 DAYS prior to the event.

Section 1 : Applicant Information

Name of Applicant : _____

Name of Organization (if applicable) : _____

Mailing Address : _____

Phone No. : _____ Fax No. : _____

Section 2 : Event Property Information

a) Property Address of Event : _____

Name of Property Owner : _____

Mailing Address of Property Owner : _____

Local Phone No. : _____ Other Phone No. : _____

b) Type of Property : Residentially Zoned Commercially Zoned Split Zoned

c) Are there any Restrictions on the Use on this Property? : YES NO

(i.e. covenants, Planning Board determinations, site plan restrictions) If Yes, please list current restrictions on this property. _____

d) List any proposed or existing structures that are to be used during this event, please include the size of the structure. _____

Section 2 : Property Information (continued)

e) Is the aforementioned property in this section LEASED : YES NO
(If yes is checked a copy of the lease agreement is required to accompany this application along with a duly acknowledged consent from the property owner to use the above property for the proposed event.)

Section 3 : Event Information

a) Date(s) of Event : _____ Hours of Event : _____

Date(s) for Site Set-Up : _____ Date(s) for Site Clean-Up : _____

Please note set-up and clean-up dates (dates are not to exceed a 24 period prior to event) should be included in the Insurance Requirements indicated in Section 9 of this application.

b) Nature and Purpose of Event (describe in detail) : _____

c) Is this event a FUNDRAISER? : YES NO
If yes, state exactly the cause or charity to benefit from this event : _____

d) Will there be an Admission Fee or Ticket Price for this event? : YES NO
If yes, state exactly the cost of admission or ticket price, including general admission and special admissions (i.e. tables, groups, children, seniors, etc.) : _____

Non-charitable organizations shall have 90 days after the date of the event to submit verification, in the form of a cancelled check, to the Village Administrator which demonstrates that the proceeds have been paid to the charitable organization listed in the applications.

e) Will the event include sales of any kind? : YES NO
(Including but not limited to food, drink, crafts, merchandise or goods and services)

Section 4 : Additional Permits Required

a) Will any Roadways or Parking be obstructed by this event: YES NO

If yes, an additional application to Encumber Public Property must be submitted in full with any additional fees or requirements included.

b) Will a Tent be erected for this event : YES NO

If Yes, an additional application for a Tent Permit is required and must be submitted in full with any additional fees or requirements included. A Tent Permit is required for all tents over 200 sq feet or 50 persons. No tent is to be erected more than 48 hours prior to the permitted event and must be removed within 48 hours following the permitted event unless otherwise approved in writing by the Village.

c) Will there be a Fireworks Display at this event : YES NO

If Yes, an additional application for a Fireworks Display Permit is required to be submitted in full with any additional fees or requirements included.

Section 5 : Event Attendance

a) Estimated Attendance : _____

(Fees are per day and may not apply to all properties):

0 - 50 People \$25.00

51 - 100 People \$50.00

100 - 150 People \$125.00

150 - over People _____ Estimated Attendance \$ _____ Fee

(Fees do not apply for Volunteer and Non-profit Organizations such as Boy/Girl Scouts, Fire Department, Ambulance, School and Church Groups and the Red Cross).

Section 6 : Use of Village Facilities and Assistance

a) Will the Use of any Village Property be needed for this event : YES NO

If Yes, please list Village Properties that you are requesting for use. (Additional applications may be required) : _____

Section 3 : Event Information (continued)

f) Will there be any entertainment for this event? : YES NO
If Yes, please indicate the type of entertainment (i.e. Live Band, DJ, Stereo, Performers or other) _____

All Village Noise Regulations shall be complied with. See Chapter 33 for detailed information.

g) Will Lighting be needed for this event? : YES NO
If YES, please indicate all lighting to be used other than the preexisting lighting and the measures to be taken to prevent any source of exterior lighting from becoming visible across property lines. _____

h) Will there be animals involved in this event? : YES NO
If yes, please complete the following :

Number of Animals : _____

Types of Animals : _____

Number and Type of Vehicles Used to Transport and/or house the animals : _____

Storage and provisions for disposal of all animal wastes : _____

i) Will there be temporary signage for this event : YES NO
If yes, please complete the following :

Number of Sign(s) : _____

Type of Sign(s) : _____

Size of Sign(s) : _____

Location(s) of Sign(s) : _____

No sign or banner shall be placed or posted on a Village highway unless applicant has obtained prior approval of such placement from the Superintendent of Highways. All signs, banners and posters shall be erected no more than 10 days prior and must be removed within 24 hours after the proposed special event.

Section 6 : Use of Village Facilities and Assistance (continued)

b) Will the Village Police Department be needed for traffic control? : YES NO
If Yes, please state how many Police Officers you would like to request and how many hours they would be needed for : _____

c) Will custodial services be needed for this event? : YES NO
If Yes, please state for what purpose and how many hours they would be needed for : _____

d) Will the Public Works Department be needed for this event? : YES NO
If Yes, please state for what purpose and how many hours they would be needed for : _____

e) Will any other Village agency be needed for assistance with the event? : YES NO
If Yes, please state what agency is needed and for what purpose and how many hours they would be needed for : _____

The Village Board may require the applicant to reimburse or secure the reimbursement to the Village for the costs of increased police protection, public safety oversight and public works facilitation, including any additional equipment as may be deemed necessary by the Village Board to adequately and safely control and protect the persons attending the event, the event area and traffic in and around the event area. Please note any event that requires the assistance of emergency services (i.e. Fire and/or Ambulance) is the sole responsibility of the applicant to make all the arraignments necessary for assistance.

Section 7 : Parking

- a) Total number of parking spaces provided on-site : _____
- b) Total number of parking spaces provided off-site : _____
- c) Maximum number of vehicles expected to be parked at any given time : _____
(including guests, participants, hired staff, etc.)
- d) Will there be a parking attendant service? : YES NO

**A Parking Plan Must be Attached Showing the Ingress and Egress of
All Pedestrian and Vehicular Traffic and Access Locations**

It is understood that the parking of vehicles shall not block any driveways or fire hydrants and that vehicles shall park in the same directions of the flow of traffic. All Village parking regulations shall be complied with.

Section 8 : Provider Service Information**Caterer** *Please see section 9(e) for additional requirements

_____ N/A

Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone**Food and Non-Alcoholic Beverage Supplier**

_____ N/A

Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone**Alcoholic Beverage Supplier**

_____ N/A

Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone**Security Services** *Please see section 9(e) for additional requirements

_____ N/A

Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone**Valet Services** *Please see section 9(e) for additional requirements

_____ N/A

Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone**Lavatory Facilities**

_____ N/A

Are lavatory facilities handicap accessible? : YES NO_____
Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone**Tent Company**

_____ N/A

Contact Name_____
Street Address_____
City_____
State_____
Zip_____
Name of Firm_____
Mailing Address_____
Telephone

Section 8 : Provider Service Information (continued)

Lighting Company _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

Mechanical Rides *Please see section 9(e) for additional requirements** _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

** If mechanical rides will be used proof of a current up-to-date safety inspection must be provided with this application.

Licensed Electrician _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

Garbage/Trash/Rubbish Removal _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

Sanitary Waste/Sewage Removal _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

Fire Protection _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

Medical Facilities _____ **N/A**

 Contact Name Street Address City State Zip

 Name of Firm Mailing Address Telephone

Section 9 : Insurance Requirements

- a) Prior to the issuance of a Special Event Permit, the applicant shall furnish the Village with a Comprehensive Liability Insurance Policy, issued by a company duly licensed in the State of New York, insuring the applicant against liability for damage to persons or property.
- b) The Certificate of Comprehensive Insurance must have limits of not less than \$1,000,000 per occurrence (bodily injury/property damage) and \$2,000,000 aggregate.
- c) The policy must name the Village of Sag Harbor as an additional insured.
- d) The policy must cover the date(s) of the event including date(s) prior to or proceeding the event used for set-up or clean-up and shall not be cancelable without at least 30 days' prior written notice to the Village.
- e) Proof of Workmen's Compensation and Employers Liability Insurance is required to accompany this application upon submittal for any and all companies, vendors or staffing services that are supplying workers on the day of the event. Certificates must have limits of not less than \$100,000 each accident, \$500,000 for injury by disease and \$100,000 each employee for injury by disease to comply with the law of the State of New York.
- f) 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. In addition the Board of Trustees may require additional insurance certificates (i.e. host liquor license).

Section 10 : Prohibited and Restricted Events

Prohibited Events

- (1) No permit shall be issued authorizing a special event nor shall any such event be held within the Village:
 - (a) Where such event is largely for private profit;
 - (b) Where the principal purpose is to advertise any product, goods, wares or merchandise, except for farmers' markets engaged in the sale of local produce, baked goods and other local food products;
 - (c) Where the event consists primarily of the outdoor sale of goods or services, such as a crafts fair, open-air bazaar, flea market or similar event, unless the premises on which the special event takes place is owned by a municipality or by a duly qualified charitable organization or not-for-profit corporation organized and existing under the laws of New York State or another state;
 - (d) Where the property is the subject of any outstanding violations or any outstanding unsatisfied conditions set forth in any Village or other governmental approvals, including any conditions related to the Planning Board, Zoning Board of Appeals or Harbor Committee;
 - (e) Where any structure on the property does not have a valid certificate of occupancy and/or a certificate of compliance, if applicable;
 - (f) Where the proposed event includes carnival rides on a lot in a residential zoning district;
 - (g) Where exterior lighting at the event uses search lights, strobe lights, laser lights or revolving lights; or

Section 10 : Prohibited and Restricted Events (continued)

(2) An exemption from these prohibited events may be requested from the Village Board if the applicant is applying for an event for which permits have been issued and that has been recurring without interruption since 1998.

Restricted Events

The issuance of permits in the following zoning districts shall be restricted as follows, unless the parcel is split-zoned, in which case the requirements as stated under § 44A-7B(2) shall apply.

(1) Residential zoning districts. Only one special event permit will be issued per calendar year for an individual property that is within a residential zoning district. For purposes of this subsection, hosting or granting of permission to host for a fee (whether termed rental or otherwise) more than one special event per calendar year at any single-family residence located within the Village of Sag Harbor shall be deemed to be a nonresidential activity or use.

(2) All other zoning districts.

(a) Special events shall be limited to three per calendar year, only one of which may be held at night.

(b) Only one carnival, festival or similar special event which includes carnival rides shall be permitted per calendar year, and any such special event shall be no longer than five consecutive days.

(c) Those properties owned by a charitable organization may have a total of up to six events per calendar year.

(3) Exemptions. The Village Board may grant an exemption from the number of events or type of special events that can be held per calendar year on an individual lot based on one or more of the following criteria:

(a) The event shall have all required parking contained on site.

(b) The property has a minimum of one acre.

(c) The event is scheduled for only one day or one night.

(d) The event will not be held between June 15 and September 15.

(e) There are at least 14 days between events.

(f) There is not another event scheduled for the same date within a half-mile radius.

TERMS AND CONDITIONS OF PERMIT

- 1.) In determining whether or not to issue a special event permit the Village Board shall consider the information provided in the permit application together with all other available information, including but not limited to the factors illustrated in Chapter 44A-4(C) and information provided at the public hearing.
- 2.) The issuance of a permit pursuant to Chapter 44A of Sag Harbor Village Code shall be deemed an approval of the application and shall require the applicant to undertake all actions proposed in the application for the control of traffic, parking, noise, lighting, refuse and the like.
- 3.) The special event shall be subject to any other terms and conditions imposed in the permit, in any resolution of the Village Board approving the permit or in any permit obtained from other applicable Village departments designated by the Village Board.
- 4.) 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 Sag Harbor, including, but not limited to Chapter 33 "Noise" and Chapter 50 "Vehicle and Traffic" of the Village of Sag Harbor Code. Copies of all ordinances mentioned herein are available upon request.
- 5.) The granting of a special permit by the Village Board is a privilege and not a right and may be denied or revoked during the event itself in the event applicant fails to comply with any applicable provision of Chapter 44A of the Sag Harbor Village Code or for any other reason not prohibited by law.
- 6.) The Village Board may immediately rescind or modify such permit or terminate such event if it so determines that any of the representations and/or statements contained in this application or any of the conditions or requirements of the permit or of Chapter 44A of Sag Harbor Village Code have not been met. If any conditions are not met at the special event, the Chief of Police may terminate the event or may suspend the event until such conditions are met and may authorize this personnel to take all necessary steps to effectuate his determinations.
- 7.) Any person who shall cause, permit or allow property to be used for a special event without having a written special event permit in accordance with the provisions of Chapter 44A of the Sag Harbor Village Code shall be guilty of a violation of this chapter. A violation of any of the provisions of this chapter or of Village Board conditions, approvals or restrictions issued hereunder shall be a misdemeanor and shall be punishable by imprisonment not to exceed one year and/or a fine of not more than \$2,000; for a second offense within one year, or any third or more offenses at any time, by imprisonment not to exceed one year and/or a fine of not less than \$2,500 nor more than \$10,000.
- 8.) A special event permit is not transferable and shall expire at the designated time for the close of the event for which is it issued.

Signature

Date

Name (print) of Applicant



VILLAGE OF SAG HARBOR
SPECIAL EVENTS
PERMIT



Issued To : _____

Property Location : _____

Date(s) Of Event : _____ Hours of Event : _____

Additional Date(s) for Site Set-Up : _____

Site Clean-Up : _____

Purpose of Event : _____

Number of Estimated Attendance : _____

Maximum Number of Persons Allowed In Attendance : _____

Approved by the Board of Trustees on : _____

Signature of Village Official

Printed Name of Village Official

Dated

This permit must be kept on the premises stated above at all times during the special event permitted by this permit and shall be presented for inspection by any enforcement officer or other duly authorized official or employee of the Village of Sag Harbor upon request.