**APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING AT WHICH YOU WISH TO BE HEARD**
**ALL APPLICATIONS MUST BE COMPLETE, WITH INSURANCE CERTIFICATES ATTACHED**

# APPLICATION FOR USE OF SAG HARBOR VILLAGE PROPERTY FOR NON-MUNICIPAL PURPOSES

## INSTRUCTIONS TO APPLICANTS

Please submit along with a completed Certificate of Liability Insurance as described below to the Village Clerk, Beth M. Kamper at Village Hall, PO Box 660, Sag Harbor, New York, 11963.

**NAME OF APPLICANT:** _____

**NAME OF ORGANIZATION (if applicable):** _____

**ADDRESS:** _____

**PHONE NO.:** _____ **Fax:** _____

## EVENT INFORMATION

TIME REQUESTED: From: (date & hour) _____

To: (date & hour) _____

NATURE AND PURPOSE OF EVENT (describe in detail):

_____

_____

ESTIMATED ATTENDANCE & FEES PER DAY (Fees 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).

VILLAGE PROPERTIES AVAILABLE FOR USE:

- ☐ Havens Beach:
  - ☐ Seeded area east of drainage ditch.
  - ☐ Beach Area (Applicant must supply lifeguard, certifications must be attached to application)
  - ☐ Parking Lot (Applicable fees: residents NO/CG, non-residents $10.00/day)
- ☐ Marine Park Drive

☐ Long Wharf

☐ Village Owned Buildings (specify)_____

☐ Other Municipal Lots (specify)_____

MUSIC: ☐ YES ☐ NO
If YES, please indicate source of the music. i.e., live band, disc jockey, record/tape player, etc. _____

LIGHTING: ☐ YES ☐ NO
If YES, please indicate all lighting to be used other than the Village properties preexisting lighting and the measures to be taken to prevent any source of exterior lighting from becoming visible across property lines.

_____

_____

TENT (S): ☐ YES ☐ NO
If YES, please have the attached Tent Permit Application complete and approved by the Fire Marshal.

FUND-RAISER: ☐ YES ☐ NO
If YES, will there be an admission charge for this event? ☐ YES ☐ NO

SALES: ☐ YES ☐ NO
If YES, what kind of sales will the event include? ☐ Food/Non-Alcoholic Beverages ☐ Crafts
☐ Alcoholic Beverages (Please see rule 1 below) ☐ Other _____

PARKING: Attendant? ☐ YES ☐ NO
Number of cars on property: _____ Along Road:_____
If gathering will take place along a public roadway, such as a race or walk-a-thon, describe route (attach map if applicable) _____

_____

SANITATION:
Please state in detail the removal of refuse and provisions for sanitation facilities: _____

_____

BANNERS: ☐ YES ☐NO
If YES, only publicity banners for the event described herein will only be permitted on the telephone pole setup on Main Street constructed for the use of banners and shall not exceed a period of 14 days. Banners CANNOT exceed 4 by 6 feet in size.

## RULES OF USE FOR VILLAGE PROPERTY FOR NON-VILLAGE USE

1. Alcoholic beverages of any kind are prohibited on village property (except by permission of Board of Trustees, which may be withheld. If granted, State Liquor Authority approval shall be obtained). At any

event where there will be alcoholic beverages served, sold, or otherwise available, the insurance certificate for the event must include "Host Liquor Liability" coverage.

2. 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.

3. If you desire to cancel this application, it should be done at least three (3) days prior to the event by notification to the Village Clerk.

4. The user of the Village property must leave it in good order after use.

5. The user must return all furniture and fixtures used by them to original location.

6. The applicant agrees to indemnify and hold harmless the Village of Sag Harbor, its employees, officers, agents, or any other person acting on its behalf, against loss or expense, including attorney's fees, except in cases of the Village's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in the consequence of the use of the property covered by this application, whether such injury to person or damage to property are due or claimed to be due to any active or passive negligence of the Village, its employees, officers, agents or any other persons.

7. 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 Sag Harbor 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.

8. List on reverse side all anticipated use of Village personnel by reason of the approval of this application.

## ANTICIPATED USE OF VILLAGE PERSONNEL

(To Be Filled Out By Applicant)

1. Police: Number of Officers _____

   Total Number of Hours _____ Overtime Hours _____

2. Custodial Services: Number of Persons _____

   Total Number of Hours _____ Overtime Hours _____

3. Department of Public Works Number of Persons _____

   Total Number of Hours _____ Overtime Hours _____

4. Other Personnel _____

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 the above mentioned ordinances are available upon request.

Application having been made to the Village Board of the Village of Sag Harbor, Suffolk County, State of New York, for the issuance of a permit as specified. In the event that this application is granted we do hereby agree that no events, entertainment, games, mechanical rides, or activities will be operated, conducted, or maintained upon the premises in connection with the event, except as set forth herein. Further we hereby agree not to operate any mechanical rides, or cause or permit any noise making devices to be maintained between the hours of 11:00pm and 7:00am, in accordance with Chapter 33 "Noise" of the Village of Sag Harbor Code.

_____

Signature

_____

Name (print) of Applicant

**ANTICIPATED VILLAGE EXPENSE**
(To Be Filled Out By Village Clerk)

Total Dollar Cost as Computed by Applicant: _____

Anticipated Dollar Cost Computed by Village Clerk: _____

ACTION TAKEN BY TRUSTESS:

Approved: _____

Disapproved: _____

Reason(s) Denied: _____

Approved Conditionally:

Conditions, if any: _____

_____

Date of Action by Trustees: _____