



Village of Sag Harbor Special Events Permit Application



INSTRUCTIONS TO APPLICANT

Special Event : Any occasion or activity occurring on public or private property, having more than 75 persons in attendance, private, 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. (Include the proposed date(s) of the event, time, 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, submitted with all required information and material Thirty (30) days prior to the event requested. Applications must be complete at the time of submittal.
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, the Board shall fix a time and place for such hearing(s) and provide notice at least Ten (10) days prior to such hearing.
6. 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. 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 85 of the Sag Harbor Village Code to ensure that the Village is reimbursed for its costs to ensure adequate cleanup 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.
8. Where concerns exist regarding health, safety and welfare, the Village may require that any temporary structures or equipment erected in connection therewith, to comply with all applicable minimum zoning setbacks pursuant to Chapter 300 of the Village Code.
9. 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 85 of the Sag Harbor Village

Code and for the general protection of the health, safety and welfare of persons and property in the Village.

10. If permission to hold a special event is granted, the permit shall set forth the maximum number of persons permitted to attend the event.
11. The special event permit issued hereunder 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.
12. Permit shall be submitted with \$25.00 non-refundable Submission Fee.

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.

REVIEWED BY- ____ POLICE DEPT. ____ HWY DEPT. ____ CODE ENFORCE. ____ BUILDING DEPT. ____ FIRE DEPT.

Village of Sag Harbor Special Event Permit Application

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 event.

Section 1: Applicant Information

Name of Applicant: _____

Name of Organization (if applicable): _____

Mailing Address: _____

Phone # _____ Cell # _____ Email\Fax # _____

Section 2: Property Information

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 hour period prior to event) should be included in the Insurance Requirements indicated in Section 9 of this application.

a) Name of event: _____

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 3: Event Information

a) Property Address of Event: _____

Name of Property Owner: _____

Mailing Address of Owner: _____

Phone # of Property Owner: _____

Cell # of Property Owner: _____

Contact Person Name and Phone #: _____

b) Type of Property: ___Residential Zoned ___Commercially Zoned ___Split Zoned

c) Are there any restrictions on the Use of 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 dimensions of the structure:

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.)

f) Will there be any entertainment for this event: _____ YES _____ NO

If yes, please indicate the type of entertainment (i.e. Live Band, D.J., Stereo, Performers or other)_____

All Village Noise Regulations shall be complied with. See Chapter 167 for detailed information.

Section 3: Event Information (continued)

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 waste: _____

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 4: Additional Permits Required

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

Section 4: Additional Permits Required (continued)

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.

Submission Fee (Non-Refundable) \$25.00 _____

License Fees for Village Properties:

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

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: _____

Village Personnel 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 Village Personnel 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 arrangements necessary for assistance.

Section 7: Parking

a) Total number of parking spaces provided on-site: _____.

b) Total number of parking spaces provided off-site: _____.

Section 8: Provider Service Information (continued)

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 (_____) _____

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

Section 8: Provided Service Information (continued)

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

- a) Prior to the issuance of a Special Events 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 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.

Section 9: Insurance Requirements (continued)

- 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

Section 10: Prohibited and Restricted Events (continued)

(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 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.

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 85 and information provided at the public hearing.
- 2.) The issuance of a permit pursuant to Chapter 85 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 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 167 "Noise" and Chapter 265 "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 85 of 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 85 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 85 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 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 Application**

APPLICATION REVIEW
(To Be Completed by Village Official)

The Following Information Has Been Submitted for Review:

_____ Fee determined in Section 5 of this Application is included

_____ Insurance Certificate is included

_____ Parking Plan included

Additional Permits Required are included (with associated fees)

_____ Tent Permit

_____ Fireworks Permit

_____ Parking or Roadway Encumbrance Permit

_____ Special Use of Village Property

_____ Letter of Credit, Bond or other Security Instrument is included

Anticipated Village Expense

Use of Village Agencies

1.) Police Department: Number of Officers: _____

Total Number of Hours: _____ Overtime Hours: _____

2.) Custodial Services: Number of Persons: _____

Total Number of Hours: _____ Overtime Hours: _____

3.) Public Works: Number of Persons: _____

Total Number of Hours: _____ Overtime Hours: _____

4.) Other Personnel: _____

ACTION TAKEN BY TRUSTEES: Approved: _____ Disapproved: _____

Reason(s) Denied: _____

Approved Conditionally, as stated: _____

Date of Action by Trustees: _____

**Village of Sag Harbor
Special Events Permit Application**

APPLICATION REVIEW (continued)

(To Be Completed by Village Official)

Additional Terms, Conditions or Requirements if any: _____

Public Hearing, if applicable is scheduled for: _____

FINAL DETERMINATION

ACTION TAKEN BY TRUSTEES: Approved: _____

Disapproved: _____

Reason(s) Denied: _____

Approved Conditionally, as stated: _____

Applicable Fees: _____

Date of Action by Trustees: _____

**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.