

VILLAGE OF SAG HARBOR



**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/Email:** _____

EVENT INFORMATION

TIME REQUESTED: From: (date & hour) _____

To: (date & hour) _____

NATURE AND PURPOSE OF EVENT (describe in detail):

ESTIMATED ATTENDANCE _____

SUBMISSION FEE IS \$25.00 PER APPLICATION (Non-Refundable)

LICENSE FEE IS \$250.00 DAILY FOR EACH VILLAGE PROPERTY _____ Amount Submitted

VILLAGE PROPERTIES AVAILABLE FOR USE (please indicate which properties will be used):

- Windmill Park
- Marine Park
- Long Wharf
- 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)
- Other Municipal Lots (specify) _____
- Private Property (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, publicity banners for the event described herein will only be permitted on the grassy area of Long Wharf and shall not exceed a period of 14 days. Banners CANNOT exceed 4 by 6 feet in size.

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 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 TRUSTEES: Approved: _____

Disapproved: _____

Reason(s) Denied: _____

Approved Conditionally:

Conditions, if any: _____

Date of Action by Trustees: _____