



Town of Southampton
116 Hampton Road
Southampton, NY 11968
Public Safety and Emergency Management
Telephone 631 702-1700
Fax 631 283-2694

Jay Schneiderman
Supervisor

Ryan Murphy
Town Code Compliance &
Emergency Management Administrator

February 4, 2021

To: Special Event Coordinators/Operators
From: Southampton Town Public Safety
Re: COVID-Related Event Considerations

As you are undoubtedly aware of, the presence of COVID-19 in the United States has changed the way in which we can gather safely and has therefore changed the way in which special events can occur. Although we are currently observing a decline in the spread of COVID-19 and the rollout of vaccines, we are not in the clear yet and must continue to take precautions.

Many of the special events that occur within the Town of Southampton work hard to support some of the most vulnerable members of our community who are of the greatest risk from COVID-19. The events that occur help to raise funds that support many extraordinary services that are provided to our residents. In an attempt to assist organizations with their endeavor to raise funds for charities, the Town has created this document to steer applicants in the right direction so that they can identify requirements that might be in place from New York State for their particular type of event. You should consult the following areas and examine the guidance documents from the State that might apply to your particular type of event.

- 1) <https://forward.ny.gov/statewide-guidelines>. This site contains guidelines from NYS that must be followed for different industries/disciplines/activities.
- 2) <https://www.businessexpress.ny.gov/app/nyforward>. If your activity is not clearly identified in one of the guidance documents on the site above, you can utilize this page to lookup where your activity is placed under the State guidance.
- 3) <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>. This site contains CDC recommendations and requirements for events and gatherings.

The plan that you submit with your application should be based on the location desired for the event and should include the size of the property, the topography, any wetlands that may be within the vicinity, emergency vehicle access information and traffic patterns. Your Special Event application and safety plan must be submitted to the Town Clerks Office for approval **PRIOR** to opening or operating any special event. The plan must include the following information:

Additionally, your plans should reflect the following information on top of normal information that is expected in the Incident Action Plan (IAP):

1. Steps being taken to strictly adhere to CDC guidance, Suffolk County Department of Health guidance, NYS guidance, as well as any other local COVID safety requirements.



2. Specific information about the location of sanitizing stations at the event.
3. Specific information about safety requirements that will be enforced at the event (i.e. COVID testing, face coverings, limits on people in one space at one time, controlled pathways of travel, sanitizing of equipment, seating and other spaces, etc.)
4. Specific information about who will be enforcing social distancing and other safety requirements on site/at the event (security, volunteers, police, etc.). Please note, that if this is a running or biking event that has a course, this information will need to refer to efforts that will be taken all along the course.
5. Please reference the applicable NYS guidance that your event falls under.
6. Any other pertinent information that relates to COVID-19 and associated safety actions.

All applications will undergo a review by the Town of Southampton and then, once determined to meet safety requirements by the Town, will be sent to New York State Department of Health for review. This process may take some time and your patience during the review process is greatly appreciated. The more information that is presented in your completed application; the greater likelihood of a smooth review process.

Applicants should understand that changes in COVID-19 positivity rates and other community spread factors may cause the Town, County or State to amend their approvals or requirements. The Town County, and State all reserve the right to amend or rescind any approvals in the interest of public safety, should circumstances change. Any approved applications must comply with the current guidelines and requirements at the time of the event.

Should you have any questions or concerns please contact the Southampton Town Clerks Office. We look forward to assisting you and working together to assure a safe season for all.

Sincerely,

Ryan J. Murphy
Town Code Compliance &
Emergency Management Administrator



TOWN OF SOUTHAMPTON 2021 PARADE APPLICATION

For all events that take place on roadways within Southampton Town such as runs, walks, marathons, etc.

This application form is required for events such as parades, runs, walks, marathons, biking events, etc. that take place on roadways within Southampton Town. In addition to this application, Chapter 283 Southampton Town Code requires specific material to be submitted in conjunction with this form as well as the items indicated on the application checklist provided.

If a section is not applicable, indicate N/A. It is the applicant's responsibility to ensure that the application package is complete and accurate. Incomplete applications will not be processed. NO BLANKS.

Applications MUST be submitted at least 90 DAYS prior to the event.

| | | | |
|-------------------------------|----------------------------------|---|--|
| NAME of EVENT _____ | DATE(S) of EVENT _____ | APPLICATION FEE (see pg.4) \$ _____ | LATE FEE (see pg.4) \$ _____ |
|-------------------------------|----------------------------------|---|--|

PROPOSED ROUTE (attach detailed map)

Start location: _____

End location: _____

| | | | | | | | |
|------------------------------|---------------|---------------------------|-------------|----------------|----------------------------------|------------------------------------|--------------------------------|
| APPLICANT INFORMATION | | | | | Charity <input type="checkbox"/> | 501(c)(3) <input type="checkbox"/> | Other <input type="checkbox"/> |
| Name _____ | Address _____ | City/Hamlet/Village _____ | State _____ | Zip Code _____ | | | |
| DOB _____ | (_____) _____ | | Home _____ | | | | |
| Email address: _____ | (_____) _____ | | Cell _____ | | | | |

| | | | | | |
|--|------------------------------------|---------------------------|-------------|----------------|--|
| CONTACT PERSON - If different from Applicant for all correspondence, including permit | | | | | <input type="checkbox"/> Same as applicant |
| Name _____ | Address - Residence _____ | City/Hamlet/Village _____ | State _____ | Zip Code _____ | |
| (_____) _____ | _____ | | _____ | | |
| Telephone _____ | Mailing address if different _____ | City/Hamlet/Village _____ | State _____ | Zip Code _____ | |
| Email address: _____ | | | | | |

| | | | | | |
|--|---------------------------|---------------------------|---|----------------|--|
| PERSON RESIDING IN SUFFOLK COUNTY, authorized to Accept Notices, Summonses or Other Violations with Respect to the Event. | | | | | |
| <input type="checkbox"/> Same as applicant | | DOB _____ | Note: Notarized affidavit for consent of service on page 8 must be submitted. | | |
| Name _____ | Address - Residence _____ | City/Hamlet/Village _____ | State _____ | Zip Code _____ | |

| | | | | | |
|---|---------------|---------------------------|-------------|----------------|---|
| PERSON RESPONSIBLE FOR ON SITE MANAGEMENT OF THE EVENT | | | | | <input type="checkbox"/> Same as applicant. |
| Name _____ | Address _____ | City/Hamlet/Village _____ | State _____ | Zip Code _____ | |
| DOB _____ | (_____) _____ | | Home _____ | | |
| Email address: _____ | (_____) _____ | | Cell _____ | | |

| | | | | | |
|--|-------------------------|--|--|--|--|
| INSURANCE COMPANY | | | | | |
| Company Name _____ | Telephone (_____) _____ | Binder included <input type="checkbox"/> | | | |
| DATE(S) for SET UP _____ | | DATE for SITE TO BE CLEANED UP _____ | | | |
| <i>Please note: insurance certificate should include coverage for <u>set-up</u> and <u>clean-up</u> dates.</i> | | | | | |



TOWN OF SOUTHAMPTON 2021 PARADE APPLICATION

(includes runs, walks, marathons, bike events, etc.)

EVENT INFORMATION

TOTAL ESTIMATED PEOPLE :

Per Day _____

Participants _____

Spectators _____

Employees _____

Organizers _____

Volunteers _____

DURATION: _____ day(s)

DATE(S) of Event: _____ / _____ / 2021 to _____ / _____ / 2021

In consideration of available Town resources and in the interests of preserving public peace, good order, health and public safety; dates submitted for the week of Memorial Day or the last weekend of June through Labor Day will not be considered.

Please call ahead to verify the specific dates.

HOURS of Event: _____ am/pm to _____ am/pm

Start Time: _____ am/pm

Estimated completion time: _____ am/pm

ENTRY FEE: \$ _____ (General Admission). *If applicable.*

EVENT DESCRIPTION

In the space below, please provide a description of the proposed event, including a detailed explanation of the purpose, the nature of the activities to be carried on, the objective and how the event is in compliance with the Town Code. Additional sheets may be added if necessary.

Please provide website address of event: _____

LOCAL GROUPS, ORGANIZATIONS, CHARITIES OR INDIVIDUALS who will benefit from the proceeds of the event and who are designated to receive proceeds.

| | | | | |
|--------------------|----------------------------|---------------------|-------|----------|
| Organization Name | Mailing Address | City/Hamlet/Village | State | Zip Code |
| \$Amount: \$ _____ | Phone number (_____) _____ | | | |

| | | | | |
|--------------------|----------------------------|---------------------|-------|----------|
| Organization Name | Mailing Address | City/Hamlet/Village | State | Zip Code |
| \$Amount: \$ _____ | Phone number (_____) _____ | | | |

As defined in NYS Executive Law 171, a **local charity** is one that has offices within the Town of Southampton or an organization that provides services or funds that **directly** benefit Town residents.

As defined in Town Code §283, an applicant that is not a charitable organization shall have 90 days after the event to submit proof in writing including copies of cancelled checks to the Town Clerk's Office that pledges listed above were received by the Designated Charity.

If your organization is not a charitable organization, as defined in CH 283-1 of Southampton Town Code, please describe and note how the event will directly benefit a charitable organization.



TOWN OF SOUTHAMPTON 2021 PARADE APPLICATION

(includes runs, walks, marathons, bike events, etc.)

SUBMIT PLANS, DRAWINGS, INCLUDING HANDICAP ACCESSIBILITY, AND COMPLETE THE FOLLOWING REQUESTS FOR INFORMATION

THE FOLLOWING INFORMATION MUST BE SUBMITTED: A DETAILED MAP OR PLAN, DRAWN TO SCALE, SHOWING ALL OF THE REQUIRED ELEMENTS LISTED BELOW WITH A SUMMARY OF ITEMS INCLUDED ON MAP, AS WELL AS ALL OTHER APPLICABLE INFORMATION AND MATERIAL REQUIRED.

PLEASE INDICATE BY CHECK MARK THE FOLLOWING INFORMATION WHICH HAS BEEN INCLUDED IN PLANS SUBMITTED. INSERT "N/A" IF NOT APPLICABLE. NO BLANKS.

1. ___ Filing Fee: *Number of Set Up days* _____ *Number of Event days* _____

- (1) for 1 day event with less than 250 people: **\$50 per event day; \$25 per set up day**
- (2) for events occurring over more than one day and/or events with 250 - 500 people: **\$150 per event day; \$75 per set up day**
- (3) for events occurring over more than one day and/or events with 500 - 1000 people: **\$300 per event day; \$150 per set up day**
- (4) for events occurring over more than one day and/or events with 1000 - 3000 people: **\$500 per event day; \$250 per set up day**
- (5) for events occurring over more than one day and/or events with more than 3000 people: **\$1,000 per event day; \$500 per set up day**

Late Application Fee: **\$10/per day** beyond the submission deadline in §283-2B. If more than 30 days late: **\$20/per day** fee.

Any **amendment** to the application for a Parade permit will be subject to an amendment fee of **25%** of the applicable application fee. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Parking Plans at the request of the Town are not considered amendments to the application.

Summonses may be issued to events that exceed the number of attendees on the permit.

2. ___ Comprehensive Liability Insurance Policy naming the Town of Southampton, 116 Hampton Road, Southampton, NY 11968 as an additional insured in the amount of \$1,000,000.

Insurance coverage should include set-up and break-down time and list name, date & location of event under description of operations.

3. ___ Disclosure Affidavit, Owner's Endorsement, Authorization for Inspection, Affidavit- Consent of Agent for Service; all signed and notarized.

4. ___ Detailed Map, Plan/Sketch drawn to Scale, Showing the proposed route of event & surrounding area, including start, intersections & end point. Location, Size and Number of the Following:

- a. ___ Tent(s), including size, number and location. **Permit required from Chief Fire Marshal for all tents greater than 200 square ft.**
- b. ___ Stages, Decks, Bleachers, Platforms (**If applicable certification and/or inspection**)
- c. ___ Restrooms, including Handicap Accessible
- d. ___ Dumpsters, Trash Barrels

5. ___ Use of Town Facilities. If the Event is to be held at a Town Park, Beach or other Town-owned Property, a "Facility Use Permit" is required pursuant to Town Code §111-3D. If and when both a facility use permit and a special event permit are required, the validity of the facility use permit is contingent upon issuance of the special event permit (Southampton Town Code 283-7). Please contact Parks & Recreation (728-8585) for information regarding a facility use permit.

6. ___ Plan for Disposal of Garbage, Trash, Rubbish and Sanitary Waste and Sewage

7. ___ Emergency Plan including Emergency Medical Facilities, notifications, arrangements

8. ___ Parking Plan both onsite/offsite including layout, ingress and egress, loading and delivery, passenger pick-up/discharge, shuttle bus

9. ___ Letter from Participating Charity 10. ___ Complete Application

PLEASE SUBMIT ORIGINAL PARADE APPLICATION, PLANS & ALL DOCUMENTATION.

I hereby depose and certify, that all the above statements and information and all statements and information contained in the supporting documents and drawings attached hereto are true and correct. I hereby agree to provide notice in writing to the Town Clerk's Office immediately, should there be any material changes regarding the information submitted in this application. I hereby authorize officials and employees of the Town of Southampton to enter the property to make any and all inspections necessary in connection with this Parade Application.

Name of Applicant

Applicant's Signature

Sworn to before me this _____ day of _____, 2021.

Notary Public

A false statement made herein is punishable as a class A misdemeanor pursuant to section 210.45 of the penal law of the State of New York.

A violation of any of the provisions of Town Code §283 pertaining to special events permits shall be a misdemeanor and shall be punishable as the chapter provides.



TOWN OF SOUTHAMPTON

2021 PARADE DISCLOSURE AFFIDAVIT Page 1 of 2

**NOTICE: A violation of any of these provisions of chapter 283 pertaining to special events permits shall be a misdemeanor and shall be punishable as the chapter provides.*

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

_____ being duly sworn, deposes and says:

Print Name

I am an applicant for a Parade Permit, which is the subject of a pending application, before the Chief of Police. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. The Event is: _____
2. I reside at _____
3. The officers of the applicant corporation are as follows:
 Pres. _____ Sec. _____
 Vice Pres. _____ Treas. _____

4. Do any of the following individuals have an interest in the applicant or owner (as defined on page 2, note "A")?

| | | |
|--|-------|-------|
| | Yes | No |
| 1. Any official of New York State | _____ | _____ |
| 2. Any elected or appointed official or employee of Southampton Town | _____ | _____ |

If the answer to Question 4 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

| <u>Name</u> | <u>Residence</u> | <u>Nature of Interest</u> |
|-------------|------------------|---------------------------|
| | | |
| | | |

5. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

| | | |
|---------------------------------|-------|-------|
| | Yes | No |
| 1. Owner | _____ | _____ |
| 2. Applicant | _____ | _____ |
| 3. Agent for owner or applicant | _____ | _____ |
| 4. Attorney | _____ | _____ |
| 5. Other | _____ | _____ |

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

| <u>Name/Address</u> | <u>Amount/Date</u> | <u>Name of Campaign Committee</u> |
|---------------------|--------------------|-----------------------------------|
| | | |



TOWN OF SOUTHAMPTON

2021 PARADE DISCLOSURE AFFIDAVIT Page 2 of 2

6. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

| | Yes | No |
|---------------------------------|-------|-------|
| 1. Owner | _____ | _____ |
| 2. Applicant | _____ | _____ |
| 3. Agent for owner or applicant | _____ | _____ |
| 4. Attorney | _____ | _____ |
| 5. Other | _____ | _____ |

If the answer to Question 6 is yes, Town Code Chapter 23 requires that the information be provided below:

| <u>Name</u> | <u>Position (Owner, Agent, Attorney, Other)</u> | <u>Corporation</u> |
|-------------|---|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Applicant Signature

Sworn to before me this
_____ day of _____, 2021.

Notary Public

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

- A. For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:
- a. the applicant or owner; or
 - b. an officer, director, partner, or employee of the applicant or owner; or
 - c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
 - d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.

