

TOWN OF SOUTHAMPTON



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OFFICE OF TOWN CLERK SUNDY A. SCHERMEYER

2019 SPECIAL EVENTS INFORMATION AND FACT SHEET

Special Event applications are submitted to the Town Clerk and reviewed by the Chief Fire Marshal who has the authority to issue or deny a permit. This application form is required for any Special Event as defined in Chapter 283 Southampton Town Code, including but not limited to carnivals, circuses, fairs, bazaars, outdoor shows, horse shows, exhibitions and concerts. For events that require a road closure, please complete a separate Parade Permit application.

Please note **IMPORTANT** information regarding the application this year:

- **Security:** Every special event with **250 people or more** must hire private security professionals who will monitor and protect those people attending the event. Prior to the event taking place, the security professional must provide a detailed, written security plan to the Southampton Police Department for its approval.
- **Summonses** may be issued to events that exceed the number of attendees on the permit.

Please note other information, which has not changed from last year:

- 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*. 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**. Please designate one or more local charities which will benefit from the proceeds of the event. Non-charitable organizations shall have 90 days after the event to submit verification in writing to the Town Clerk's Office which demonstrates that proceeds have been paid to the designated charitable organization listed on the application.
- Filing Fee: *Number of Set Up days* _____ *Number of Event days* _____
 - (1) 1 day event with less than 250 people: **\$50/event day; \$25/set up day**
 - (2) events occurring over more than one day and/or events with 250 - 500 people: **\$150/event day; \$75/set up day**
 - (3) events occurring over more than one day and/or events with 500 – 1000 people: **\$300/event day; \$150/set up day**
 - (4) events occurring over more than one day and/or events with 1000 – 3000 people: **\$500/event day; \$250/set up day**
 - (5) events occurring over more than one day and/or events with more than 3000 people: **\$1,000/event day; \$500/set up day**
- Filing Fee, Parcels with PDD designation: (1) 1 day event with less than 250 people: **\$50/event day; \$25/set up day**
 - (2) events occurring over more than one day and/or events with 250 – 500 people: **\$100/event day; \$50/set up day**
 - (3) events occurring over more than one day and/or events with more than 500 people: **\$200/event day; \$100/set up day**
- Late Application Fee: **\$10/day** beyond the submission deadline in §283-2B. If more than 30 days late: **\$20/day** fee.
- Any amendment to the application for a Special Event 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 Incident Action Plans or Parking Plans at the request of the Town are not considered amendments to the application.

- No temporary structures shall be erected more than five days prior to the permitted event and such structures shall be removed within three days following termination of permitted event.
- 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. Please contact Parks & Recreation (728-8585) for information regarding a facility use permit.
- **Signage**: All signs which obstruct visibility or create a hazard to traffic are prohibited. Any sign improperly installed or erected without prior approval may be removed and disposed of without any notification to the applicant. All signs shall be erected no more than 10 days prior and must be removed within three days after event.
- All completed, notarized applications shall be filed **no later than ninety 90 days prior** to the event. Any application not meeting this deadline may be subject to late fees or rejection. Incomplete applications will not be processed.
- Please submit the original application, plans and all documents.
- Properties in Residential Zoning Districts: submission of additional information and/or documentation may be required pursuant to the provisions of Chapter 283.
- Incident Action Plan: This document should be submitted with the Special Event Application and any questions or safety concerns should be directed to the Chief Fire Marshall’s Office.
- A copy of the current contract or agreement with the property owner shall be included with the application.
- Certificates of insurance: the description must include the name, date and time of the event, including any “set-up” or “breakdown” dates and name the “Town of Southampton” as the additional insured in the amount of \$1,000,000. If alcohol is being served, **Liquor Liability Insurance** naming the Town of Southampton as an additional insured is also required.

PROHIBITED EVENT INFORMATION:

- a. No event can be held for purely private profit, except for farmers’ markets that are engaged in the sale of local produce, baked goods and other local food products.
- b. No events of outdoor sales of goods, unless the event takes place on premises owned by a municipality or a not-for-profit corporation.
- c. No events with carnival rides on a lot in a residential zoning district, unless the parcel is in municipal ownership, or is immediately adjacent to a state or county road or to property owned by the Long Island Rail Road.

BUSINESS, COMMERCIAL AND INDUSTRIAL ZONING INFORMATION: Events are limited to three per calendar year, with only one being held at night.

The Chief Fire Marshal may require the applicant to reimburse the Town for the cost of increased police protection, public safety and public works facilitation.

No Special Event Permit shall be issued on a property that has outstanding violations issued by Southampton Town or pending in Justice Court, open building permits or structures without certificates of occupancy/compliance. Nor will Permits be issued where there are unsatisfied conditions on an approval by a Town Agency such as the Town Planning Board, Zoning Board of Appeals or Conservation Board. **If you are unsure if you have any open permits or outstanding violations, please call the Building Department at 631-287-5700 *PRIOR* to filing your Special Event Application.**

Other applicable permits may be required and may include separate fees:

- Facility Use Permit. If the Event is to be held at a Town Park, Beach or other Town-owned property. A \$250.00 minimum fee per day is required. Please contact the Department of Parks & Recreation at 631-728-8585 for further information.
- Tent Application. If the Event requires erecting a tent/canopy/awning. Please contact the Department of Fire Prevention at 631-702-2919 for further information.
- Commercial Animal Enterprise Permit Application. If the Event involves animals, such as a carnival, zoo or circus. Please contact the Department of Animal Control at 631-702-2915 for further information.
- Fireworks Application. If the Event involves fireworks. Please contact the Department of Fire Prevention at 631-702-2919 for further information.
- If there is any beverage and/or food service connected with the event, a separate application must be made to the Suffolk County Department of Health Services, Food Unit. Tel: 631-852-5873 or 631-852-5999.

Should you need further clarification of Chapter 283 of the Code of the Town of Southampton, “Special Events,” or would like to access any of the town permits listed above, they are available in the Office of the Town Clerk, or at www.southamptontownny.gov, Departmental Directory >> Town Clerk >> Special Events Permit.

Upon approval, the Special Event Permit associated with this event shall be kept on the property for the duration of the event and be presented for inspection by any enforcement officer or other duly authorized official or employee of the Town of Southampton upon request of such official or employee.