



Alcohol Beverage Permit Application Parks and Recreation Department

Kristen M. Doulos Town Parks Director

6 Newtown Road • Hampton Bays, NY 11946 (631) 728-8585 www.southamptontownny.gov/parksrec

Receipt of the application is not a guarantee of approval. Application will not be finalized until approved and executed by the Parks and Recreation Town Parks Director or designee. Submit application form to: Town of Southampton Parks & Recreation Department, 6 Newtown Rd., Hampton Bays, NY 11946 Fax: (631) 728-8525 or via Email: ParksAndRec@southamptontownny.gov.

Today's Date _____

Name of Applicant _____

Organization (if applicable) _____

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501 (C), Not for Profit, or Non-Profit? [] Yes [] No If yes, please attach a copy.

Address _____

City _____ State _____ Zip Code _____

Phone numbers: Home _____ Cell _____ Work _____ Fax _____

Email Address _____

Secondary Contact _____ Phone _____

Driver's License Number _____ State _____ Exp. Date _____ Date of Birth _____

Additional Information

Date(s) of Event _____ Expected Attendance _____

Name of Event _____ Estimated # of Vehicles _____

Location of Event _____

Description of Event/Activities _____

1. What type of alcohol will be consumed/possessed at this function? Beer [] Wine []

2. Alcohol will be served during what hours? From _____ to _____.

3. What food will be provided during the alcohol consumption period? _____

4. What procedures are proposed to supervise the consumption of alcohol to ensure that persons underage or under the influence will not obtain or consume alcohol served at the function? _____

IMPORTANT CONSIDERATIONS:

1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Board and a Special Occasion Liquor License which can be obtained through the New York Business Express.
2. If you would like to provide beer & wine to attendees of your event **at no cost** and it is a **private**, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an Alcoholic Beverage Permit. By Town Code, 111-3 SEC. D10, applicants for an Alcoholic Beverage Permit must meet the following criteria:
 - a. Procedures must be written out and included with application to ensure that underage persons and persons under the influence of alcohol will not obtain or consume alcoholic beverages served at the function.
 - b. Procedures proposed are likely to secure and supervise the area and participants.
 - c. Alcohol consumption will be limited to certain designated areas at each facility and grounds.
 - d. The applicant must agree to provide sandwiches and other food services at the location during the time of consumption in an amount sufficient to serve the number of persons anticipated to attend.
 - e. The applicant must sign that he/she understands and agrees to be personally responsible for and may need to provide financial guarantees to ensure cleaning, trash disposal and/or repairs necessary as a result of the event. The amount of the financial guarantee will be determined by the Parks & Recreation Town Parks Director.
 - f. The applicant agrees to indemnify and hold the Town, its employees and agents harmless to the extent allowed by law for all liability claims arising from the event.

TOWN OF SOUTHAMPTON PARKS & RECREATION INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

As a condition of being granted an alcohol beverage permit, I hereby agree to be present at the event at all times and responsible for maintaining order at the facility and grounds. I agree to comply with Town, County and State regulation related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that kegs and glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the Town of Southampton, its officers, officials, employees and agents for all liability claims arising from the event. **My signature below signifies my agreement to the rules, regulations, policies and Town Indemnification.**

Signature of Applicant: _____

Date: _____

NO REFUNDS!!!

FOR OFFICE USE ONLY

PERMIT NO. _____

APPROVED DENIED (If so, REASON): _____

PAYMENT TYPE:

CHECK NO. _____

CREDIT CARD _____

CASH _____

FEE REQUIRED: _____ FEE PAID: _____

INSURANCE REQUIRED YES NO AMOUNT (\$1,000,000 LIABILITY W /TOW N AS ADD'L INSURED) CERT. RECEIVED

CONDITIONS: **ABSOLUTELY NO UNDERAGE DRINKING!!!** _____

INVOICE ATTACHED

TOWN PARKS DIRECTOR / DATE

CC: MAINTENANCE PUBLIC SAFETY PARK SUPERVISOR

BEACH MANAGER POLICE TOWN CLERK

OTHER _____