



# Facility Use Permit Application

## Parks and Recreation Department

**Kristen M. Doulos**  
Town Parks Director

6 Newtown Road • Hampton Bays, NY 11946

Tel (631) 728-8585 Fax (631) 728-8525

[www.southamptontownny.gov/parksrec](http://www.southamptontownny.gov/parksrec)

Receipt of the application is not a guarantee of facility use. 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](mailto:ParksAndRec@southamptontownny.gov).**

Today's Date \_\_\_\_\_

**Type of Facility Requested**    Park    Activity Center    Field    Beach

Name of Facility \_\_\_\_\_

Name of Resident/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 \_\_\_\_\_

**Event Details**

Name of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Type of Event \_\_\_\_\_ Estimated # of Vehicles \_\_\_\_\_

Description of Event/Activities  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If use of facility requires any special setup, traffic control, etc., please complete Special Requests Section below.

Special Requests  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Event Dates and Times**

Day(s) of Week	Date(s) (mm/dd/yy) Please include all setup & takedown time	Start Time	End Time

Further details regarding times  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additional Information**

Please answer all questions correctly. Unanswered questions may delay your request.

1. Is this event open or advertised to the public? \* Yes  No
2. Is this a fundraising/revenue producing event? \* Yes  No
3. Will there be soliciting or selling of any kind? \* Yes  No
4. Will you be serving beer or wine? **ONLY PERMITTED AT BEACHES & TIANA BEACH ACTIVITY CENTER**  
If yes, Complete Alcohol Permit Application Yes  No
5. Will you be charging a fee for this event? If yes, how much? \_\_\_\_\_ Yes  No
6. Will you be using a caterer? If yes, please fill out information below: Yes  No   
 Contact Person \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone numbers: Work \_\_\_\_\_  
 Cell \_\_\_\_\_
7. Will this event be having some type of music? **NO AMPLIFIED MUSIC ALLOWED ON ANY OF OUR BEACHES** If yes, what type? \_\_\_\_\_ Yes  No
8. Will you be requesting a contained fire? If yes, describe container \_\_\_\_\_ Yes  No
9. Will there be any type of display or advertising at the event? Yes  No

**\*IF YOU ANSWERED YES ON QUESTIONS 1, 2 OR 3, PLEASE CONTACT THE SOUTHAMPTON TOWN CLERK FOR A SPECIAL EVENT APPLICATION (631-287-5740)**

**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. A Business License may be required for the sale of any items on public property.
3. Request for a road closure or parking restrictions requires approval from Southampton Town Police Department.
4. Discharge of fireworks or other explosives requires a Fireworks Permit from the New York State Department of Labor's Licensing and Certification Unit.
5. Flying of unmanned air vehicles (UAVs) or "drones" may require a special operations certificate. Check out the official FAA for state and federal laws.
6. Should any assistance be provided by the Town, the applicant is required to pay these costs.

**REQUIREMENTS:**

1. Applicant is required to pay facility fee upon submission of permit (unless otherwise directed).
2. Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event upon approval of permit (if applicable).
3. Applicant is required to provide proof of insurance (**\$1,000,000 LIABILITY** w/ Town as Add'l Insured) prior to the event indemnifying the Town of Southampton of any liability OR applicant is required to purchase a user group insurance policy through the Town, if applicable. **NOTE:** Certificate Holder **MUST** be addressed to: **Town of Southampton, 116 Hampton Road, Southampton, NY 11968.**
4. No costs are to be incurred by the Town. All costs, direct or indirect, associated with the event are the responsibility of the applicant.
5. Applicant is required to ensure all Town regulations and applicable bylaws are followed.

## RULES/REGULATIONS/INDEMNIFICATION

Please **READ CAREFULLY**. Complete and/or initial on the following important policies, rules and regulations:

- a. Applications must be received at least 14 working days prior to the date of the event. For proof of residency, please attach a copy of your **VALID** driver's license (*MUST be 18 & over for Facility Permits & 21 & over for Beach Gatherings*) and a current, 6 month & 1 year ago PSEG/Cable bill or a Southampton Town Tax Bill. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.
- b. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. **You will not be given access prior to the time scheduled on your Permit.** Non-compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- c. If group is an organization, issue refundable deposit to: \_\_\_\_\_ **Allow at least 14 working days**
- d. **Consumption of alcohol is only permitted on Southampton Town Beaches. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.**
- e. Parking is only permitted in designated areas. No parking on grass or walkways.
- f. Gambling is not allowed on Southampton Town properties.
- g. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
- h. **Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.**
- i. **Submission of the completed form does not guarantee you the site/date.** You will be notified if the site is not available.
- j. Reservations may be made as early as 3 months in advance. Submit the completed application form along with the full payment and refundable security deposit fee if booking Red Creek Park Activity Center or Tiana Beach Activity Center. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
- k. Permittee must sign the user permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made or sooner). In the event the signed permit and balance payment are not received by the due date, your reservation will be cancelled and you will be refunded the deposit.
- l. For teen parties (under 18 years of age), reservations must be made at least 14 working days prior to the event. **One adult shall be present for every 10 minors.** No event will be permitted to start without the attendant.
- m. **Cancellation Policy:** Facility Use Permits are NON-REFUNDABLE. NO EXCEPTIONS. Rain Dates are allowed for Beach Gatherings (*Only after inclement weather has occurred*).
- n. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit revision fee of **\$50.00** or may result in **new permit fees** (case by case basis). \_\_\_\_\_ (initial)
- o. **Southampton Town Event Attendants and employees must be obeyed at all times.** Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- p. Payments may be in the form of **exact cash, check or credit card (We Accept All Major Credit Cards)**. All deposits and fees must be paid in full no less than two weeks prior to being issued a valid Facility Use Permit. Checks must be payable to the "Town of Southampton".

\*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be cancelled prior or during the event at the discretion of the Town Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional Town charges.

\*I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. \_\_\_\_\_ (initial)

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

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Southampton Town Parks & Recreation application for a Facility Use Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the Town as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the Town and all other directives of the Town.
2. That I and my organization will indemnify and hold harmless the Town, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the Town except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the Town.
3. That neither myself nor any one of my organization shall make any claim against the Town, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the Town.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the Town facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate Town representatives. ***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:**

SECURITY DEPOSIT / TYPE: \_\_\_\_\_

CHECK NO. \_\_\_\_\_

CREDIT CARD \_\_\_\_\_

CASH \_\_\_\_\_

FEE REQUIRED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

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

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INVOICE ATTACHED  
 SEE DETAIL SHEET ATTACHED

\_\_\_\_\_  
STAFF SIGNATURE / DATE

CC:             MAINTENANCE  
               BEACH MANAGER  
               OTHER \_\_\_\_\_

PUBLIC SAFETY  
 POLICE

PARK SUPERVISOR  
 TOWN CLERK

MAINT. INSTRUCTIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_