



236 THIRD STREET  
GREENPORT, NY 11944  
Tel: (631) 477-0248  
Fax: (631) 477-1877

**PUBLIC ASSEMBLY PERMIT APPLICATION – MITCHELL PARK**

This application applies to any form of public assembly or entertainment expected to attract or involve twenty-five (25) or more persons and must be accompanied by a Use Letter from the applicant.

A \$250.00 non-refundable permit fee and a \$500.00 security deposit (refundable if there is no damage or cost to the Village) must be submitted with the completed application.

**SECTION 1:**

Name of Applicant/Organization: \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Estimated Number of people in attendance: \_\_\_\_\_ Fees to be charged: \_\_\_\_\_

I hereby declare that I will comply with the Village of Greenport Code and all conditions of this permit.

\_\_\_\_\_  
Signature of Applicant Date

**PLEASE CIRCLE APPROPRIATE ANSWER**

Road(s) to be closed? YES NO

\*Tent or structure to be erected? YES NO

Sidewalk(s) blocked? YES NO

Food to be served? YES NO

Have you previously obtained a permit for this event? YES NO

If yes, when? \_\_\_\_\_

Clean Up Plans: \_\_\_\_\_

\* TENTS ARE ONLY ALLOWED IN FRONT OF THE MARINA OFFICE, WITH A TENT SIZE NOT TO EXCEED 40'X80'. YOU MUST FILL OUT THE ATTACHED APPLICATION FOR A TEMPORARY TENT IF THE TENT EXCEEDS 400 SQUARE FEET.



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Approval by the Board of Trustees is required, and this permit must be submitted no later than 60 days prior to the event.

**SECTION 2:**

A deposit check in the amount of five-hundred dollars (\$500.00) must be submitted with this application, which may be refunded after event conclusion if the property is returned to its original state and there are no costs incurred by the Village.

**Insurance Required:** Applicant will provide proof of liability insurance in the amount of one-million dollars (\$1,000,000.00) per occurrence naming the Village of Greenport as additional insured for risks or as may otherwise be determined by the Board of Trustees.

**Alcoholic Beverages:** No person shall consume alcoholic beverages in any Village park, playground, beach or any other Village park property or facility, nor shall any person possess any alcoholic beverage with intent to consume or facilitate consumption by others of same in any Village park, playground, beach, or other park property.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Applicant must return completed application, cover letter and checks to the Village of Greenport at: 236 Third Street, Greenport, New York, 11944.**

**SECTION 3: FOR OFFICIAL USE ONLY**

This application is hereby:     \_\_\_\_\_Approved     \_\_\_\_\_ Denied

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

**Date of Board of Trustees action:** \_\_\_\_\_

cc:

- Finance Department
- Police Department
- Fire Department
- Code Enforcement
- DPW/Utilities



**VILLAGE OF GREENPORT CODE ENFORCEMENT & FIRE SAFETY**  
**236 THIRD STREET**  
**GREENPORT, NEW YORK, 11944**  
**631-477-0248**



**E-Mail: abolanos@greenportvillage.org**

APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE

*All tents/membrane structures shall follow International Fire Code Chapter 31*

**\*PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING TENT\***

Name of Sponsor/Event: \_\_\_\_\_

Location or Venue & Address (where tent is placed): \_\_\_\_\_

*Person in charge of event and to whom notices under the Intl. Fire Code shall be addressed and mailed:*

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Company supplying/erecting tent: \_\_\_\_\_

Contact Name/No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number & Dimension of Tent(s): \_\_\_\_\_

\*Date tent(s) is to be erected: \_\_\_\_\_ Date tent is to be removed: \_\_\_\_\_

*\*Please call Code Enforcement at 631-477-0248 when tent is erected*

**The following must be submitted as part of this application:**

- Liability insurance certificate (listing the Village of Greenport as additionally insured)
- Site map (showing where tent(s) are being placed at site)
- Certificate of flame resistance
- Tents may only be erected with tent stakes. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshal for approval prior to erecting any tent or membrane structure.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITTED USE UNDER ZONING REGULATIONS.**

Additional permits may be required for special events; please contact the Village Clerk at 631-477-0248

**TENTS MAY ONLY BE ERECTED FOR A PERIOD OF 180 DAYS PER CALENDAR YEAR**

I hereby attest that the following presented herein is true and accurate to the best of my knowledge.  
 I furthermore acknowledge that inaccurate information may result in the permit being denied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE:

\_\_\_APPROVED \_\_\_DENIED Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **PERMIT NUMBER:** \_\_\_\_\_

**\*\*THIS PERMIT SHALL BE CONSPICUOUSLY PLACED BY PERSON IN CHARGE\*\***