



236 THIRD STREET
GREENPORT, NEW YORK 11944

Tel: 631-477-0248

Fax: 631-477-1877

PUBLIC ASSEMBLY PERMIT APPLICATION

This application applies to any form of public assembly or entertainment expected to attract or involve **twenty-five (25) or more persons**. A cover letter is required, describing in detail the proposed event.

A \$50.00 non-refundable permit fee must be submitted with the complete application.

SECTION 1:

Name of Applicant / Organization: _____

Address of Applicant / Organization: _____

E-mail Address: _____ Phone No.: _____

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: _____



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) 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 any alcoholic beverage in any Village park, playground, beach, or 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 3rd Street, Greenport, NY 11944

SECTION 3: FOR OFFICE USE ONLY

This application is hereby: _____ Approved _____ Denied

Sylvia Lazzari Pirillo, Village Clerk Date

Date of Board of Trustees Action: _____

- CC: Finance Department
- Police Department
- DPW / Utilities
- Fire Department
- Village of Greenport Code Enforcement