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.
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

____________________________________________________________________________________

Sylvia Lazzari Pirillo, Village Clerk

Date

Date of Board of Trustees action: ______________________

cc:
Finance Department
Police Department
Fire Department
Code Enforcement
DPW/Utilities
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 ext. 212 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 INFERENCE 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**