

236 THIRD STREET GREENPORT, NY 11944 PHONE: (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 people. Approval by the Board of Trustees is required, and this permit application must be submitted no later than 60 days prior to the proposed event.

The Clerk's Office will only accept <u>complete</u> applications, including the following:

- o Public Assembly Application
- Cover Letter outlining the event details, including map of road closures if applicable and site plan.
- \$500.00 Security Deposit refundable if there is no damage or cost incurred by The Village
- o Non-refundable Application Fee
 - \$50.00
 - \$250.00 Mitchell Park Only

SECTION 1:

Name of Applicant and/or Organization: _	
Address of Applicant/Organization:	
Email:	Phone:
Location of Event:	Type of Event:
Date of Event:	Hours of Event:
Event Description:	
Estimated Number of attendees:	Fees to be Charged:
Clean Up Plans:	
Have you previously obtained a permit for	this event? YES NO
If yes, when?	

PLEASE CIRCLE APPROPRIATE ANSWER

Road(s) to be Closed? YES NO Sidewalk(s) blocked? YES NO YES Food to be served? NO *Tent or structure to be erected? YES *YOU MUST FILL OUT THE ATTACHED APPLICATION FOR A TEMPORARY TENT IF THE TENT EXCEEDS 400 SQUARE FEET **SECTION 2: 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 in any Village park, playground, beach, or other park property without first obtaining written approval from the Board of Trustees. I hereby declare that I/we will comply with The Village of Greenport Code and all conditions of this permit. Signature of Applicant Date **SECTION 3: FOR OFFICIAL USE ONLY** This application is hereby: _____ Approved Denied Village Clerk Date Board of Trustees Resolution Number/Decision Date: _

Fire Department Police Department Code Enforcement Village Administration

Cc:

Finance Department

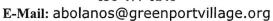
PUBLIC ASSEMBLY PERMIT APPLICATION APPROVED BY VILLAGE OF GREENPORT BOARD OF TRUSTEES: RESOLUTION # 05-2024-30

DPW/Utilities



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

631-477-0248



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 of 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 PERMITED 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 YEA 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:
OR OFFICIAL USE:

APPROVED ____DENIED Signature: ______ Date: _____PERMIT NUMBER: _

THIS PERMIT SHALL BE CONSPICUOUSLY PLACED BY PERSON IN CHARGE