



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 complete applications, including the following:

- **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
- **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

Food to be served? YES NO *Tent or structure to be erected? YES NO

*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: _____

- Cc: Finance Department Fire Department DPW/Utilities
- Police Department Code Enforcement Village Administration



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****