



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