236 Third Street
Greenport NY 11944
Phone: 631-477-0248
Fax: 631-477-1877
www.villageofgreenport.gov

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? _____

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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

Section 2:

Insurance Required: Applicant will provide proof of liability insurance in the amount of one-million dollars 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: Treasurer's Office Fire Department DPW/Utilities

Police Department Code Enforcement Village Administration

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APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE

All tents/membrane structures must adhere to International Fire Code Chapter 31.

You MUST obtain a permit if the tent exceeds 400 square feet.

PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING TENT

The following must be submitted as part of this application:

- Liability insurance certificate (listing the Village of Greenport as additional insured)
- Site map (showing where tent(s) is being placed at site.)
- Certificate of flame resistance.
- The use of tent stakes is the method which may be approved by the Village of Greenport. Any other method of securing shall be approved and signed by a licensed engineer and submitted to Village of Greenport Code Enforcement for approval prior to erecting any tent or membrane structure.
- Tents may only be erected for a period not exceeding 180 calendar days.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITED USE UNDER ZONING REGULATIONS.

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APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE

Name of Sponsor/Event:

Location or Venue & Address (where tent is placed):

CONTACT PERSON *(The person to receive all correspondence.)*

First Name | Last Name | Business Name, if applicable

Mailing Address | City, Town or Village | State | Zip

Contact # | Fax # | E-Mail Address

Number & Dimension of Tent(s):

Date tent(s) is to be erected: **Date tent is to be removed:**

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the documents submitted, are true and complete statements. I affirm that all provisions of the Code of the Village of Greenport, and all other laws pertaining to the proposed work shall be complied with, whether specified or not. I understand that this permit will be issued and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements are complied with. Any violation of all applicable codes, or deviations from the described work above may result in the immediate revocation of this permit & legal action may be taken against me.

Applicant Signature

Date