



# TOWN OF EAST HAMPTON

## Town Clerk's Office

159 Pantigo Road, East Hampton, NY 11937

Phone: 631-324-2620

### SPECIAL EVENT PERMIT APPLICATION: CATERING

Pursuant to East Hampton Town Code Chapter 151

#### COMMERCIAL CATERERS ON TOWN BEACHES

**Please note: Applications for special events of 1 to 50 persons shall be submitted at least 21 days prior to the event. Late applications, if accepted, may be subject to additional late fees.**

#### I. APPLICANT INFORMATION

##### 1. Personal Information:

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone No.: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Resident  Non-Resident If Resident, Local Address: \_\_\_\_\_

Applicant is a professional fundraiser (As defined in New York State Executive Law §171-a):  Yes  No

**Proof Identity:** Applicant must provide proof of identity at the time of application with either a valid NYS Driver License or other official Photo ID. A photocopy of such proof will become part of the application and the application will not be deemed complete without it.

**2. Business Entity:** An individual applicant must always be named and identified above; however, if the application is being made on behalf of a business entity, the following questions must also be completed. If the application is not being made on behalf of a business entity, please mark N/A and skip to the next question.

Applicant Relationship to Business Entity: \_\_\_\_\_

Current Business Entity Name: \_\_\_\_\_

Business Entity Mailing Address: \_\_\_\_\_

Business Entity Physical Address: \_\_\_\_\_

##### 3. Catering Company:

Catering Company Name: \_\_\_\_\_

Catering Company Mailing Address: \_\_\_\_\_

Catering Company Physical Address: \_\_\_\_\_

Catering Company Phone No.: (\_\_\_\_\_) \_\_\_\_\_

**4. Responsible Party/On-Site Contact:** Applicants must provide the name and phone number of a responsible party who will be available to Town officials at the time of the event.

Name: \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_

**5. Designated Agent:** Applicant is required to provide information for a Designated Agent – a person, residing within the County of Suffolk, who is designated by an applicant for an assembly to accept service of process from the Town of East Hampton for any violation of this Chapter or any other chapter set forth in the East Hampton Town Code which relates to or arises out of the assembly.

Designated Agent Name & Mailing Address: \_\_\_\_\_

Designated Agent Phone No.: (\_\_\_\_\_) \_\_\_\_\_

**II. EVENT DETAILS**

**5. Event Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day of Week      Month      Date      Year

**6. Start Time (after 6pm on Town Beach):** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**7. Location of Gathering:** \_\_\_\_\_

**8. Description of Gathering:** *Any special event permit application submitted without a detailed written narrative attached will be deemed incomplete.*

**9. Location of Parking (attach parking plan):** \_\_\_\_\_

**10. Alcohol to be served at the event:**  Yes  No Will the caterer be supplying/serving alcohol?  Yes  No  
*A special event license from the State Liquor Authority may be required.*

**11. Conditions of Permit:** An applicant is required to comply with all of the following conditions to be eligible to file this short form. Any exceptions or variations will require the submission of the Special Event Permit Application for Public Property.

- The number of people at the event is limited to 50 people. The number of people expected is \_\_\_\_\_.
- Parking is by permit only. Catering truck and trailers will arrive in the parking lot no earlier than 6pm.
- The event will not block public access to the property/ beach.
- Lighting will be limited to tiki torches, LED’s on tables, and spot lighting for food areas; lighting **may not** be used to stake out the perimeter of the event space.
- Music will be limited to recorded music played over small Bluetooth speakers or non-amplified acoustic musicians. **No** microphones or DJ’s permitted.
- The event space shall be limited to no more than 1,000 square feet.
- A sketch/diagram of the proposed event space on the public property must be attached to the application.

Initial here if each of the conditions delineated above will be met \_\_\_\_\_

**III. ADDITIONAL REQUIREMENTS**

**1. General Liability Insurance:** Every application for a commercial, public property, and parade/walk-run special event permit pursuant to this chapter shall include a certificate of insurance that evidences a public liability insurance policy covering the Town as an additional insured **in the minimum amount of \$2,000,000 per occurrence** for the duration of the special event. Please note, to meet the Town’s required coverage, \$2 Million can be listed under each occurrence for General Liability or \$1 Million can be listed under each occurrence for General Liability with an additional \$1 Million listed under each occurrence for Umbrella Liability. Your insurance policy must cover all dates of the special event, including set up and break down days. Certificate holder should read: Town of East Hampton, 159 Pantigo Rd., East Hampton, NY 11937.

**2. Indemnification:** The applicant shall sign an indemnification agreement that states that the applicant agrees to assume all liability for and will indemnify and hold the Town harmless of and free from any and all damages that occur to persons or property by reason of said special event. The indemnification agreement is incorporated in the applicant acknowledgment below. This portion of the application MAY NOT be completed by the caterer on behalf of the applicant.

**3. Nondelegable Responsibility of Applicant:**

- Required to have the permit available for inspection by the Town Police Department, or its designees, at the site of the special event for the duration of the permit period.
- Responsible for any damage to Town property or facilities that may result from the permit holder's activities. No alterations are to be made at special event sites, including, without limitation, cutting trees, digging holes, and trimming bushes.
- Must ensure that the event is held in conformance with the permit and shall be responsible for the conduct of the participants of the event. The applicant shall prevent patrons, licensees and/or invitees of the event, or those engaged in conducting the same, from trespassing upon any adjoining property or premises.

**APPLICANT ACKNOWLEDGEMENT**

I \_\_\_\_\_ HAVE ANSWERED THE FOREGOING QUESTIONS TO THE BEST OF MY KNOWLEDGE AND BELIEVE AND SWEAR THAT THE ANSWERS CONTAINED IN THIS APPLICATION ARE TRUE AND ACCURATE.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ENSURE THAT PATRONS, LICENSEES, AND/OR INVITEES OF THE EVENT, OR THOSE ENGAGED IN CONDUCTING THE SAME, DO NOT TRESPASS UPON ANY ADJOINING PROPERTY OR PREMISES.

I ACKNOWLEDGE THAT CHAPTER 151 OF THE EAST HAMPTON TOWN CODE, ENTITLED "SPECIAL EVENTS.", IS THE CONTROLLING LEGISLATION FOR THE REGULATION OF ASSEMBLIES IN THE TOWN OF EAST HAMPTON, AND THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION REQUIRES COMPLIANCE WITH ALL PROVISIONS AND REGULATIONS WITHIN.

I FURTHER ACKNOWLEDGE THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION IS NOT A WAIVER FOR ANY ACTIVITY PROHIBITED BY LAW, AND AS A CONDITION OF ANY PERMIT ISSUED, COMPLIANCE WITH ALL PROVISIONS OF THE EAST HAMPTON TOWN CODE, AS WELL AS APPLICABLE STATE AND FEDERAL LAW, IS REQUIRED.

I HEREBY CONSENT TO THE INSPECTION OF THE PREMISES BY A POLICE OFFICER OR OTHER ENFORCEMENT OFFICER, UPON REQUEST, FOR THE PURPOSE OF ENSURING THAT THE TERMS AND CONDITIONS OF THE PERMIT ARE MET.

I ALSO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF EAST HAMPTON, ITS OFFICIALS, EMPLOYEES, AGENTS, AND OTHER PERSONS FROM AND AGAINST ALL CLAIMS, COSTS, JUDGMENTS, LIENS, ENCUMBRANCES, AND EXPENSES, INCLUDING REASONABLE ATTORNEY FEES ARISING OUT OF THE ACTS OR OMISSIONS OR NEGLIGENCE OF THE APPLICANT, ITS AGENTS, EMPLOYEES, OR SUB-CONTRACTORS, IN CONNECTION WITH THIS APPLICATION AND ANY PERMIT OR GATHERING RELATED TO THIS APPLICATION.

*A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

# **CHECKLIST**

Please make sure *all* the following items have been completed/ attached to your application.

## **Required Proof:**

- Applicant Photo ID
- Copy of tax bill or document showing proof of residency, if not an E.H. Town resident. Utility bill not accepted.

## **Required Sketches:** Hand drawn or Google Maps aerial images.

- A detailed sketch/ image of event layout (Only utilizing 1,000 square feet or less)
- A detailed narrative describing the event

## **Required Authorizations:**

- Certificate of Liability Insurance
- Page 3- Applicant Acknowledgement – Signed and notarized
- Copy of New York State Liquor License (if alcohol is being supplied and served by caterer)
- Trustee Application submitted to the Trustees office for catered beach event

## **Required Financials:**

- Applicable Non-Resident fee \$ \_\_\_\_\_ (Cash or Check No. \_\_\_\_\_)
- Applicable Catered Event fee \$ \_\_\_\_\_ (Cash or Check No. \_\_\_\_\_)
- Applicable late fee \$ \_\_\_\_\_ (Cash or Check No. \_\_\_\_\_)