



## Town of Southampton

6 NEWTOWN ROAD

HAMPTON BAYS, NEW YORK 11946

**PARKS & RECREATION DEPARTMENT**

Tel (631) 728-8585 Fax (631) 728-8525

[www.southamptontownny.gov/parksrec](http://www.southamptontownny.gov/parksrec)

KRISTEN M. DOULOS  
TOWN PARKS DIRECTOR

---

### **RULES & REGULATIONS FOR FACILITY USE PERMITS AT TOWN BEACHES FOR BEACH PARTIES AND GATHERINGS**

***In addition to the Facility Use Permit Application, all catered events require an approved Trustees Permit Application (631) 287-5717 (add'l fees may apply).***

#### **NO REFUNDS**

It is the Town of Southampton's policy to encourage our residents and taxpayers to utilize their beach areas as much as possible. This use, however, must be controlled in order that our resources are protected for all. All official beaches are closed to the public between the hours of 9:00 p.m. and 6:00 a.m. and access roads unless a Facility Use Permit is issued, in writing, by the Parks & Recreation Department.

#### **GUIDELINES FOR FACILITY USE PERMITS ARE AS FOLLOWS:**

##### **Facility Use Permits Are Non-Refundable.**

- \* All applications are subject to approval.
- \* A **LATE FEE** will be applied to applications submitted **less than** 3 business days (**See Fee Schedule attached**).
- \* Permits will be issued only to Town residents or taxpayers 21 years and older.
- \* Proof of residency and age are required. Events **SHALL NOT** begin before 6:00 p.m. and **SHALL NOT** last beyond 11:00 p.m. (**This includes set-up & breakdown**)
- \* **REVISIONS TO A PROCESSED APPLICATION WILL RESULT IN ADDITIONAL FEES** (See Fee Schedule attached).

**Permit holder *MUST* be present at the event with their permit. Facility Use Permits Are Non-Transferable (person to person OR facility to facility).**

#### **OTHER CONSIDERATIONS ARE AS FOLLOWS:**

**TENTS:** Two 10 X 10 portable units are permitted during beach season (May 15<sup>th</sup>- Labor Day). Any more than 2 will result in a fine. *An additional \$100 fee will be applied to your permit for tents exceeding in size **after** Labor Day and **before** May 15<sup>th</sup>.* Applicant **must** also submit a "tent" application with Fire Marshall (fee may be required). **AT NO TIME SHALL TENTS, LARGE OR SMALL, BE ERECTED PRIOR TO 6:00 P.M.**

**MUSIC:** DJs, Bands, Musical Instruments or any type of amplified sound system are **NOT** allowed. Small portable stereo units & bluetooth speakers are permitted if volume is maintained at a reasonable level.

**FIRES:** Contained Fires are **ONLY** allowed after 6:00 p.m.  
A Facility Use Permit allows small charcoal or wood fires, in a metal container **ONLY**. Bonfires are prohibited. Gas grills are also allowed. All charcoal and wood fires must be put out with water and be disposed of properly. **Fire permits may be revoked at any time by the Fire Marshal for draught conditions.**

**CLEAN UP:** All litter shall be removed from the beach and disposed of properly. If Town garbage cans at the beach are full, garbage must be removed from the location by the permit holder and be disposed of in a proper manner.

**VEHICLES:** Unless otherwise agreed by the Parks and Recreation Department, all vehicles parked at Town beaches between 9:00 a.m. - 9:00 p.m. are required to have a valid beach-parking permit.

**NOTE: 4x4 vehicles are PROHIBITED on any Town beach WITHOUT a VALID 4Wheel Drive Permit issued by the Trustees Department (631) 287-5717. No 4x4 before 6 pm.**

**CATERERS:** Caterers **MUST** provide \$1M liability insurance w/ Town as additional insured and proof of 4x4 permit. Facility Use Permits will **NOT** be issued to caterers for beach parties. **All permits MUST be submitted by the resident/taxpayer ONLY.**

**EVENT PLANNERS:** Event planners **MUST** provide \$1M liability insurance w/ Town as additional insured, proof of 4x4 permit and a \$500 security deposit.

**RESTROOMS:** **Unavailable** after 5:00 p.m. A porta lav may be provided by the applicant but MUST be delivered the afternoon of the event and removed the morning after the event.

**Alcohol Beverages:** Beer & Wine is **ALLOWED** to be served at **APPROVED** Beach Parties by permit only. The holder of the Facility Use Permit is responsible for making sure that all people in the party consuming alcohol are 21 years of age and older and that all party attendees drink responsibly. In addition, glasses, bottles and kegs are **PROHIBITED**.

**Special Notes:** Beach users are also reminded to stay away from fencing and other symbolic markers designating "Endangered bird" nests

All Town beaches are **unprotected (no lifeguards on duty)** after 5:00 p.m.

**Swimming is prohibited.**

**Reservations are subject to availability of facility. ALL FEES MUST BE PAID IN FULL at time of reservation. There will be NO REFUNDS; one rain date will be allowed based on availability for up to 2 years after the scheduled event.**

# OF PEOPLE	2025 FACILITY FEES <i>Note: All catered events require an add'l Trustees Permit Application and Approval (add'l fees apply)</i>	CATERING FEE	EVENT PLANNER FEE**	ALCOHOL FEE
1 - 24	\$50 w/o parking waivers	\$300	\$300	\$100
25 - 49	\$100 w/o parking waivers	\$400	\$300	\$250
50 - 75	\$250 w/o parking waivers	\$500*	\$300	\$350
76 - 100	\$350 w/o parking waivers	\$600*	\$300	\$450
1 - 24	\$150 includes parking waivers	\$300	\$300	\$100
25 - 49	\$200 includes parking waivers	\$400	\$300	\$250
50 - 75	\$450 includes parking waivers	\$500*	\$300	\$350
76 - 100	\$550 includes parking waivers	\$600*	\$300	\$450

\* \$200 Security Deposit Required (Caterer)

\*\* \$500 Security Deposit Required (Event Planner)

**LATE FEES**

- \$100 Same Day Event (MUST be submitted by 12pm)
- \$75 Next Day Event
- \$50 Two (2) Business Days

**REVISION FEES (max of 3)**

- 1<sup>st</sup> Revision: \$50
- 2<sup>nd</sup> Revision: \$100
- 3<sup>rd</sup> Revision: \$150

**Any further revisions will result in new permit fees**

**ALL VEHICLES ARE REQUIRED TO HAVE A VALID TOWN OF SOUTHAMPTON BEACH PARKING PERMIT AFFIXED TO THEIR VEHICLE WINDOW OR A PARKING WAIVER DISPLAYED ON THEIR VEHICLE DASHBOARD.**

**RULES & FEES ARE SUBJECT TO CHANGE AT ANYTIME**





# Facility Use Permit Application Parks and Recreation Department

Kristen M. Doulos  
Town Parks Director

6 Newtown Road • Hampton Bays, NY 11946

Tel (631) 728-8585 Fax (631) 728-8525

[www.southamptontownny.gov/parksrec](http://www.southamptontownny.gov/parksrec)

Receipt of the application is not a guarantee of facility use. Application will not be finalized until approved and executed by the Parks and Recreation Town Parks Director or designee. **Submit application form to: Town of Southampton Parks & Recreation Department, 6 Newtown Rd., Hampton Bays, NY 11946**  
**Fax: (631) 728-8525 or via Email: [ParksAndRec@southamptontownny.gov](mailto:ParksAndRec@southamptontownny.gov).**

Today's Date \_\_\_\_\_

Type of Facility Requested  Park  Activity Center  Field  Beach

Name of Facility \_\_\_\_\_

Name of Resident/Applicant \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501 (C), Not for Profit, or Non-Profit?  Yes  No If yes, please attach a copy.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_  
Work \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Event Details

Name of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Type of Event \_\_\_\_\_ Estimated # of Vehicles \_\_\_\_\_

Description of Event/Activities \_\_\_\_\_ #of Parking waivers if needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If use of facility requires any special setup, traffic control, etc., please complete Special Requests Section below.

Special Requests  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Event Dates and Times

Day(s) of Week	Date(s) (mm/dd/yy) Please include all setup & takedown time	Start Time	End Time

Further details regarding times  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information**

Please answer all questions correctly. Unanswered questions may delay your request.

1. Is this event open or advertised to the public? \* Yes  No
2. Is this a fundraising/revenue producing event? \* Yes  No
3. Will there be soliciting or selling of any kind? \* Yes  No
4. Will you be serving beer or wine? **ONLY PERMITTED AT BEACHES & TIANA BEACH ACTIVITY CENTER**  
If yes, Complete Alcohol Permit Application Yes  No
5. Will you be charging a fee for this event? If yes, how much? \_\_\_\_\_ Yes  No
6. Will you be using a caterer? If yes, please fill out information below: Yes  No   
 Contact Person \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Phone# \_\_\_\_\_ 4x4 Permit# \_\_\_\_\_
7. Will you be using an Event Planner? If yes, please fill out information below: Yes  No   
 Contact Person \_\_\_\_\_  
 Contact Phone# \_\_\_\_\_ 4x4 Permit# \_\_\_\_\_
8. Will this event be having some type of music? **NO AMPLIFIED MUSIC ALLOWED ON ANY OF OUR BEACHES.** If yes, what type? \_\_\_\_\_ Yes  No
9. Will you be requesting a contained fire? If yes, describe container \_\_\_\_\_ Yes  No
10. Will there be any type of display or advertising at the event? Yes  No

**\*IF YOU ANSWERED YES ON QUESTIONS 1, 2 OR 3, PLEASE CONTACT THE SOUTHAMPTON TOWN FIRE MARSHAL'S OFFICE FOR A SPECIAL EVENT APPLICATION (631-702-2919)**

**IMPORTANT CONSIDERATIONS:**

1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Board and a Special Occasion Liquor License which can be obtained through the New York Business Express.
2. A Business License may be required for the sale of any items on public property.
3. Request for a road closure or parking restrictions requires approval from Southampton Town Police Department.
4. Discharge of fireworks or other explosives is **prohibited without** a Fireworks Permit from the **Town Fire Marshal's office and specialized State and Federal licensing.**
5. Flying of unmanned air vehicles (UAVs) or "drones" may require a special operations certificate. Check out the official FAA for state and federal laws.
6. Should any assistance be provided by the Town, the applicant is required to pay these costs.

**REQUIREMENTS:**

1. Applicant is required to pay facility fee upon submission of permit (unless otherwise directed).
2. Applicant is required to provide the Town with a refundable damage deposit depending on size and type of event upon approval of permit (if applicable).
3. Applicant is required to provide proof of insurance (**\$1,000,000 LIABILITY** w/ Town as Add'l Insured) prior to the event indemnifying the Town of Southampton of any liability OR applicant is required to purchase a user group insurance policy through the Town, if applicable. **NOTE:** Certificate Holder **MUST** be addressed to: **Town of Southampton, 116 Hampton Road, Southampton, NY 11968.**
4. No costs are to be incurred by the Town. All costs, direct or indirect, associated with the event are the responsibility of the applicant.
5. Applicant is required to ensure all Town regulations and applicable bylaws are followed.

## RULES/REGULATIONS/INDEMNIFICATION

Please **READ CAREFULLY**. Complete and/or initial on the following important policies, rules and regulations:

- a. For proof of residency, please attach a copy of your **VALID** driver's license (*MUST be 18 & over for Facility Permits & 21 & over for Beach Gatherings*) and a current, 6 month & 1 year ago of electric/cable bills or a Southampton Town Tax Bill. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.
- b. Set-up/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. **You will not be given access prior to the time scheduled on your permit.** Non-compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- c. If group is an organization, issue refundable deposit to: \_\_\_\_\_ **Allow at least 14 working days**
- d. **Consumption of alcohol is only permitted on Southampton Town Beaches.** Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.
- e. Parking is only permitted in designated areas. No parking on grass or walkways.
- f. Gambling is not allowed on Southampton Town properties.
- g. Other permits may be required depending on the type of event (i.e. Special Events, Fundraisers, Films/Photoshoots.)
- h. Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.
- i. **Submission of the completed form *does not* guarantee you the site or date.** You will be notified if the site is available or not.
- j. If booking Red Creek Park Activity Center or Tiana Beach Activity Center, submit the completed application form along with the full payment and refundable security deposit. If facility or any other alternative is unavailable, your payment and security deposit fee will be refunded to you within 7-14 business days.
- k. **Cancellation Policy:** Facility Use Permits are **NON-REFUNDABLE. NO EXCEPTIONS.** Rain dates are allowed for Beach Gatherings (*Only after inclement weather has occurred*).
- l. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit revision fee or may result in **new permit fees** (case by case basis).\_\_\_\_(initial)
- m. Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- n. Payments may be in the form of **cash, check or credit card (We Accept All Major Credit Cards)**. All deposits and fees ***must*** be paid in full no less than two weeks prior to being issued a valid Facility Use Permit. Checks ***must*** be payable to the "Town of Southampton". In the event of a bounce check, fees will be applied.

\*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be cancelled prior or during the event at the discretion of the Town Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional Town charges.

\*I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits.\_\_\_\_(initial)

**TOWN OF SOUTHAMPTON PARKS & RECREATION INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY**

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Southampton Town Parks & Recreation application for a Facility Use Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the Town as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the Town and all other directives of the Town.
2. That I and my organization will indemnify and hold harmless the Town, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the Town except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the Town.
3. That neither myself nor any one of my organization shall make any claim against the Town, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the Town.
4. That New York State Public Health Law Section 3000-f requires any sports program that has five or more teams to establish an automated external defibrillator implementation plan.  
 I acknowledge that I have read, understand, and agree to comply with the policies and procedure in effect for the New York State Public Health Law Article 30 (Emergency Medical Services) as of this date. \_\_\_\_\_(initial)
5. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the Town facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate Town representatives. **My signature below signifies my agreement to the rules, regulations, policies and Town Indemnification.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**NO REFUNDS!!!**

**FOR OFFICE USE ONLY**

**PERMIT NO.** \_\_\_\_\_

APPROVED     DENIED (If so, REASON): \_\_\_\_\_

**PAYMENT TYPE:**

SECURITY DEPOSIT / TYPE: \_\_\_\_\_

CHECK NO. \_\_\_\_\_

CREDIT CARD \_\_\_\_\_

CASH \_\_\_\_\_

FEE REQUIRED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

INSURANCE REQUIRED  YES  NO AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED)  CERT. RECEIVED

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INVOICE ATTACHED

SEE DETAIL SHEET ATTACHED

\_\_\_\_\_  
 STAFF SIGNATURE / DATE

CC:

MAINTENANCE

PUBLIC SAFETY

PARK SUPERVISOR

BEACH MANAGER

POLICE

TOWN CLERK

OTHER \_\_\_\_\_

MAINT. INSTRUCTIONS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





Alcohol Beverage Permit Application
Parks and Recreation Department

Kristen M. Doulos
Town Parks Director

6 Newtown Road • Hampton Bays, NY 11946
Tel (631) 728-8585 Fax (631) 728-8525
www.southamptontownny.gov/parksrec

Receipt of the application is not a guarantee of approval. Application will not be finalized until approved and executed by the Parks and Recreation Town Parks Director or designee. Submit application form to: Town of Southampton Parks & Recreation Department, 6 Newtown Rd., Hampton Bays, NY 11946
Fax: (631) 728-8525 or via Email: ParksAndRec@southamptontownny.gov.

Today's Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501 (C), Not for Profit, or Non-Profit? [ ] Yes [ ] No If yes, please attach a copy.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_
Work \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Secondary Contact \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

Additional Information

Date(s) of Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Name of Event \_\_\_\_\_

Estimated # of Vehicles \_\_\_\_\_

Location of Event \_\_\_\_\_

Description of Event/Activities

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

- 1. What type of alcohol will be consumed/possessed at this function? Beer [ ] Wine [ ]
2. Alcohol will be served during what hours? From \_\_\_\_\_ to \_\_\_\_\_
3. What food will be provided during the alcohol consumption period? \_\_\_\_\_
4. What procedures are proposed to supervise the consumption of alcohol to ensure that persons underage or under the influence will not obtain or consume alcohol served at the function? \_\_\_\_\_

**IMPORTANT CONSIDERATIONS:**

1. Consumption, sale or distribution of alcoholic beverages requires approval from Town Board and a Special Occasion Liquor License which can be obtained through the New York Business Express.
2. If you would like to provide beer & wine to attendees of your event **at no cost** and it is a **private**, "by invitation only" event (family reunion, company picnic, etc.), you must apply for an Alcoholic Beverage Permit. By Town Code, 111-3 SEC. D10, applicants for an Alcoholic Beverage Permit must meet the following criteria:
  - a. Procedures must be written out and included with application to ensure that underage persons and persons under the influence of alcohol will not obtain or consume alcoholic beverages served at the function.
  - b. Procedures proposed are likely to secure and supervise the area and participants.
  - c. Alcohol consumption will be limited to certain designated areas at each facility and grounds.
  - d. The applicant must agree to provide sandwiches and other food services at the location during the time of consumption in an amount sufficient to serve the number of persons anticipated to attend.
  - e. The applicant must sign that he/she understands and agrees to be personally responsible for and may need to provide financial guarantees to ensure cleaning, trash disposal and/or repairs necessary as a result of the event. The amount of the financial guarantee will be determined by the Parks & Recreation Town Parks Director.
  - f. The applicant agrees to indemnify and hold the Town, its employees and agents harmless to the extent allowed by law for all liability claims arising from the event.

**TOWN OF SOUTHAMPTON PARKS & RECREATION INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY**

As a condition of being granted an alcohol beverage permit, I hereby agree to be present at the event at all times and responsible for maintaining order at the facility and grounds. I agree to comply with Town, County and State regulation related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that kegs and glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the Town of Southampton, its officers, officials, employees and agents for all liability claims arising from the event. *My signature below signifies my agreement to the rules, regulations, policies and Town Indemnification.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NO REFUNDS!!!**

**FOR OFFICE USE ONLY**

**PERMIT NO.** \_\_\_\_\_

APPROVED     DENIED (If so, REASON): \_\_\_\_\_

**PAYMENT TYPE:**

CHECK NO. \_\_\_\_\_

CREDIT CARD \_\_\_\_\_

CASH \_\_\_\_\_

FEE REQUIRED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

INSURANCE REQUIRED     YES     NO    AMOUNT (\$1,000,000 LIABILITY W/TOWN AS ADD'L INSURED)     CERT. RECEIVED

CONDITIONS: **ABSOLUTELY NO UNDERAGE DRINKING!!!** \_\_\_\_\_

INVOICE ATTACHED

\_\_\_\_\_  
TOWN PARKS DIRECTOR / DATE

- CC:
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> MAINTENANCE   | <input type="checkbox"/> PUBLIC SAFETY | <input type="checkbox"/> PARK SUPERVISOR |
| <input type="checkbox"/> BEACH MANAGER | <input type="checkbox"/> POLICE        | <input type="checkbox"/> TOWN CLERK      |
| <input type="checkbox"/> OTHER _____   |  |  |