

**TOWN OF SOUTHAMPTON — MARIA Z. MOORE, TOWN SUPERVISOR**  
**Parks & Recreation Department – Main Office**

6 Newtown Road, Hampton Bays, NY 11946

Telephone (631) 728-8585 Email [parksandrec@southamptontownny.gov](mailto:parksandrec@southamptontownny.gov)

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



**Kristen Doulos – Town Parks Director**

**Alcohol Beverage Permit Application**

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 (address listed above)**

Name of Applicant		Today's Date	
Organization (if applicable):			
<b>Organization (if applicable)</b> 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? <input type="checkbox"/> Yes, if yes, please attach a copy. <input type="checkbox"/> No			
Mailing address			
City / State / Zip			
Phone		Fax	
Work		Cell	
E-mail			
Secondary Contact		Phone	
Driver's License Number		State	
Date of Birth		Exp. Date	

**Event Information**

Name of Event:			
Date(s) of Event:			
Location of Event:			
Description of Event / Activities:			
Expected Attendance:		Est. Number of Vehicles:	

**Alcohol Service Information**

- Type of Alcohol to be Consumed (check all that apply):  Wine  Beer
- Alcohol will be served during what hours? From \_\_\_\_\_ To \_\_\_\_\_
- What food will be provided during the alcohol consumption period? \_\_\_\_\_
- What procedures are proposed to supervise the consumption of alcohol to ensure that person's 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	
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## For Office Use Only - No Refunds

<b>Permit No.</b>		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	If so, Reason		
Fee Required		Fee Paid		Insurance Required	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
<input type="checkbox"/> Cert. Received. Amount (\$1,000,000 liability w/town as add'l insured)						
<b>Payment Type:</b>	Check No.		Credit Card		Cash	
Invoice Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> NO				
<b>Conditions: Absolutely no underage drinking!</b>						

Town Parks Director Signature		Date	
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## CC:

Maintenance	<input type="checkbox"/>	Public Safety	<input type="checkbox"/>	Park Supervisor	<input type="checkbox"/>	Other	<input type="checkbox"/>
Beach Manager	<input type="checkbox"/>	Police	<input type="checkbox"/>	Town Clerk	<input type="checkbox"/>		