

TOWN OF SOUTHAMPTON — MARIA Z. MOORE, TOWN SUPERVISOR

Parks & Recreation Department – Main Office

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Kristen Doulos – Town Parks Director

Rules and Regulations for Facility Use Permits at Town Beaches for Beach Parties and Gatherings

General Information

In addition to the [Facility Use Permit Application](#), all catered events require an approved [Trustee Event Application](#) are non-refundable.

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

- All applications are subject to approval.
- A **LATE FEE** will be applied to applications submitted less than 3 business days (See Fee Schedule below).
- 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 below).
- Permit holder **MUST** be present at the event with their permit. Facility Use Permits are **Non-Transferable** (person to person OR facility to facility).

Additional Rules and Considerations are as Follows

Tents

Two 10 X 10 portable units are permitted during beach season (May 15th-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 15th. 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 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 completely removed. 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. Diagram/Schematic **MUST** be submitted with application.

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**. [Alcohol Beverage Permit](#).

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.

Facility Fees

Note: All catered events require an add'l Trustees Permit Application and Approval (add'l fees apply)

*\$200 Security Deposit Required (Caterer)

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

Number of People	Facility Fee	Catering Fee	Event Planner Fee	Alcohol Permit Fee
1-24	\$50 w/o parking waivers	\$300	\$300	\$100
25-49	\$200 w/o parking waivers	\$400	\$300	\$250
50-75	\$500 w/o parking waivers	\$500*	\$300	\$350
Number of People	Facility Fee	Catering Fee	Event Planner Fee	Alcohol Permit Fee
1-24	\$50 includes parking waivers	\$300	\$300	\$100
25-49	\$200 includes parking waivers	\$400	\$300	\$250
50-75	\$500 includes parking waivers	\$500*	\$300	\$350

Late and Revision Fees

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

Revision Fees

- A maximum of three (3) revisions is allowed.
- First Revision: \$50
- Second Revision: \$100
- Third Revision: \$150
- **Any additional revisions beyond the third will require payment of 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 any time.