

VILLAGE OF HEAD OF THE HARBOR

500 North Country Rd
St. James, NY 11780
www.HeadoftheHarborNY.GOV
631-584-5550 631-862-1417 (FAX)

APPLICATION FOR SPECIAL EVENT PERMIT

Approval: Board of Trustees

Date: _____

Permit No: _____

Permit Fee: _____

Date Issued: _____

INSTRUCTIONS

- All forms must be completed in ink or typed.
- This application will be deemed incomplete and will not be processed unless fully and clearly completed.
- Liability Insurance as per §138 of the Village Code must be submitted with application
- Acknowledgement that applicant has read Chapter 138 entitled Special Events
- If applicable, a drawing or site plan of layout of event.
- Check payable to the Village of Head of the Harbor for application & permit fees; SEE FEE SCHEDULE.
 - Fee is doubled if filed after the requirements in Sec. 138

Event Name: _____ Date of Application: _____

Organization Name: _____

Nature of Event: _____

Date(s) of Event: _____

Time of Event: _____ to _____

Benefactor of Event: _____

Contact Information:

Contact Person: _____ Email Address: _____

Mailing address: _____

Residence or Business address: _____

Phone Number: _____ Cell Number: _____

Fax Number: _____

Will the above person also be the contact person on site the date of the event? ☐ yes ☐ no

If not, please provide an onsite contact person and contact information:

Name: _____ Email Address: _____

Cell Phone Number: _____

Location of Public Property Where Event will be held: _____

Will a tent (s) be used at the Event: ☐ yes ☐ no List Location(s): _____

Tent Company Name and Telephone Number: _____

Number of People Expected to Attend Event: _____

Number of People Involved in Event Production: _____

Brief description of activities of Event: _____

Number of vehicles expected: _____

Will there be a Valet Company? ☐ yes ☐ no

Name of Valet Company: _____

Onsite contact name: _____ Cell No.: _____ Email: _____

Detailed Parking Plan (Also provide a parking diagram if applicable): _____

Will alcohol be served at event? ☐ yes ☐ no – If yes, provide host liquor liability coverage with a face amount of five million dollars with the Village of Head of the Harbor being named as additionally insured.

Will the event have onsite security? ☐ yes ☐ no

Name of Security Company: _____

Onsite contact name: _____ Cell No.: _____ Email: _____

How will refuse be controlled and disposed of: _____

Will the event require portable bathrooms? ☐ yes ☐ no

Will the event require water and/or refreshments? ☐ yes ☐ no

List locations, how many, what type, and company responsible for delivery and pick up of units: _____

Will the applicant need additional services from any of the departments below:

Head of the Harbor Police Department _____

Head of the Harbor Highway Department _____

Building Inspector _____

If additional service is required from any of the above departments, the applicant is responsible for any additional cost as a result of the event.

Check all items below that will be used or will be involved with the event:

☐ sound – type _____

☐ music – type _____

☐ lighting – type _____

☐ tent(s) – number/size _____

☐ signs – number/type _____

☐ generators – number/size _____

Additional comments of applicant: _____

Application is hereby made to the Board of Trustees for the issuance of a Special Events Permit in accordance with Village of Head of the Harbor Code Chapter 138. The applicant agrees to comply with all applicable laws and regulations and by signing this application acknowledges that he/she has read Chapter 138 of the Head of the Harbor Village Code.

Sworn to before me this

____ day of _____, 20____

Signature of Applicant

Notary Public _____ County

Chapter 138 Special Events

§ 138-1 Definitions and Purpose.

A. It is the intent of the Board of Trustees to regulate the conduct of special event activities, such as parties, concerts, exhibitions, carnivals, circuses, parades and outdoor assemblages, so as to preserve the public peace and good order and to ensure the health and safety of the residents of the Village in the surrounding areas of such special event activities.

B. Definitions.

SPECIAL EVENT

Any form of entertainment or gathering open to the public and generally conducted outdoors often with the presence of tents, booths or temporary structures erected for such purpose or any combination of the foregoing, including but not limited to the following forms of entertainment commonly known as "concerts", "parties", "exhibitions", "parades", "races", "marches", "processions", "carnivals," "circuses," "fairs," "bazaars," "menageries" or "sideshows." Such forms of entertainment are generally characterized by the presence of any of the following activities or any combination thereof: live music, amplified sound, processions, booths, mechanical rides, exhibitions of skill, exhibitions, games of skill or games of chance where otherwise permitted by local regulation.

§ 138-2 Exceptions; permit required.

A. All special events are prohibited in the Village, except when such special events are approved by the Board of Trustees or organized/hosted by a government entity.

B. Any special event authorized pursuant to this chapter shall be conducted only upon the issuance of a permit by the Board of Trustees. Such permit shall be issued only upon the filing of a written, verified application to the Village Clerk, completed in accordance with this chapter by an officer of the organization sponsoring such special event, at least 60 days prior to the day of the commencement of such special event.

§ 138-3 Application requirements.

Application for a permit required by § 138-2 of this Chapter, shall be made on an application form approved by the Village Clerk submitted no later than 60 days prior to the date of the event and verified by a duly qualified officer of the sponsoring organization, setting forth the following information:

A. A certificate of public liability insurance in limits not less than \$1,000,000 combined single limit for both bodily injury or death of any one or more persons and for damage to or destruction of property.

(1) All insurance certificates shall include the Village as an additional insured and shall be noncancellable without 15 days' prior written notice of cancellation to the Village Clerk.

(2) Evidence of an owners' and contractors' protective liability policy in limits of no less than \$1,000,000 combined single limit, naming the Village as the insured, shall be provided to the Village Clerk in the form of the original insurance policy.

(3) The Board of Trustees may require an applicant to supply additional insurance coverage when the minimum amounts stated are, in the opinion of the Board, insufficient for the risk undertaken or when required otherwise by law.

(4) The applicant shall also submit an indemnification agreement that states that the applicant agrees to assume all liability for and will indemnify and hold the Village harmless of and free from any and all

damages that occur to persons or property by reason of said special event.

B. An accurate description of the premises upon which the function (bazaar, fair or entertainment) is to be held or the route of the procession or parade.

C. The number of anticipated vehicles for attendees and staff; the location of any off-site parking areas and any restrictions or limitations upon such off-site parking, including restrictions and limitations contained in any deed or covenant or any natural feature, such as protected vegetation or wetlands. The Village shall have the right to require such additional information, such as a survey or inspection of off-site parking area(s) as Village officials deem appropriate to review the permit application. If a parking valet service is to be used, contact information for the service must be provided on the application, including name and telephone number.

D. If off-site parking is proposed, the traffic management plan for the parking of vehicles and transportation of cars or guests to and from the event site.

E. The zoning classification within which said premises lies.

F. The zoning classification of all properties lying within 500 feet of the subject premises.

G. The number and type of amusements, equipment and facilities which will be involved in the function.

H. The duration of the function, specifying commencement and termination by date and the hours of each day during which the activities will be held.

I. The Federal Employer Identification Number (EIN), name and address of the person or persons of the sponsoring organization who will be in charge of the function.

J. The disposition of the proceeds therefrom.

K. A nonrefundable fee shall accompany each application submitted under this chapter to cover the costs of application review and site inspections.

- (1) The application fee may be waived for official military or veterans organizations, a local school district, or any other Village-based entity as the Board of Trustees deems appropriate.
- (2) The Village Clerk shall calculate the fees required to be paid pursuant to the Schedule of Fees.
- (3) The Village Board shall establish the Special Permit Fee as part of the Village's Schedule of Fees.

§ 138-4 Affidavit of posting.

At least five days prior to the scheduled meeting before the Board of Trustees to review the special event permit application, a meeting sign must be posted on the subject premises in the same manner as a posted notice required under Section 138 of the Village Code. Where the special event in question is a march, procession, race, or parade, the sign shall be posted at Village Hall. An affidavit of the posting must be filed with the Village Clerk prior to or at the Board of Trustees meeting.

§ 138-5 Issuance of permit; restrictions.

A. The application shall be scheduled to be read by the Board of Trustees at its next available regular meeting. Applicant shall be permitted to speak at the meeting. The Board may issue a permit by resolution if it determines that the special event will not disturb the public peace and good order or adversely affect the use and enjoyment of adjoining properties in adjoining use districts or that the conduct of the special event will not be inconsistent

with the public health, safety or welfare.

B. In issuing a permit, the Board of Trustees may impose reasonable restrictions, conditions and safeguards so as to assure consistency with the standards set forth above, including but not limited to the following:

- (1) a letter of credit, bond, cash deposit, or other suitable security instrument to secure compliance with conditions in the special event permit and to ensure adequate cleanup of the property after the event;
- (2) the time of the special event; and
- (3) reimbursement to the Village for the costs of increased police protection, public safety oversight, and other Village functions, including any additional equipment, as may be deemed necessary by the Village to adequately and safely control and protect the persons attending the event, the event area and traffic in and around the event area.

C. Permits issued shall be subject to immediate revocation upon violation of the provisions thereof or the provisions of this chapter. Such revocation shall be issued at the direction of the Mayor.

§ 138-6 Penalties for offenses.

Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of an offense punishable by a fine or imprisonment, or both; however, for the purpose of conferring jurisdiction upon courts and judicial officers, such violations shall be deemed misdemeanors, and for such purposes only, all provisions of law relating to misdemeanors shall apply to such violations. Notwithstanding the foregoing, any person, firm, association or corporation violating any provision of this chapter shall be subject to a penalty in a sum not exceeding \$500 for the first violation and a sum not exceeding \$1,000 for any subsequent violation.

§ 138-7 Additional Requirements.

Notwithstanding the issuance of a permit in accordance with the provisions of this Chapter, no special event shall commence operation or open to the public until it complies with all applicable federal, state, and local laws.

By signing this document, I have acknowledged that I have read Chapter 138 – Special Events of the Head of the Harbor Village Code.

Signature

Printed Name

Date