

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: \$150 CA# 102
Date Issued: _____
APP F33 \$250 - CA# 101

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: Summer Solstice 2026 Date of Application: _____
Organization Name: Thatch Meadow Flowers
Nature of Event: Music Festival Fundraiser for Thatch Meadow Farm
Date(s) of Event: Saturday, June 20th
Time of Event: 2 PM to 10 PM
Benefactor of Event: Thatch Meadow Farm

Contact Information:

Contact Person: Constance Nostrand Email Address: conky@thatchmeadowfarm.com
Mailing address: PO Box 379, Saint James, NY 11780
Residence or Business address: 121 Harbor Road, Saint James, NY 11780
Phone Number: 631-584-5831 (Conky) Cell Number: 631-300-7388 (Mike)
Fax Number: _____

Will the above person also be the contact person on site the date of the event? [x] 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: Private property of Thatch Meadow Farm
Will a tent (s) be used at the Event: [x] yes [] no List Location(s): Over the stage
Tent Company Name and Telephone Number: Daley Tent: (631) 833-4563

Number of People Expected to Attend Event: 200 - 500 ppl
Number of People Involved in Event Production: 8 - 10 ppl

Brief description of activities of Event: Live music and vending of food, beer, crafts.

Number of vehicles expected: No more than 200

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): _____

x We will have our own parking team. Plan is attached.

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 Sagaponack being named as additionally insured.

Head of the Harbor

Will the event have onsite security? yes no

Name of Security Company: _____

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

How will refuse be controlled and deposited of: Garbage bins will be dispersed throughout the event site and will be

put out on trash day.

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: _____

x Porta-Potties will be delivered prior to the event, maintained throughout the summer and

then retrieved in the fall.

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

Head of the Harbor Police Department No

Head of the Harbor Highway Department No

Building Inspector No

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 Sound reinforcement provided by sound company: full PA system

music – type live bands- rock n roll, reggae and singer/ songwriter

lighting – type Some stage lighting and parking lot lighting

tent(s) – number/size 1 for the stage: 20' x 20'

signs – number/type ~ 30 dispersed around the property to indicate traffic flow and direction

generators – number/size Possible: food vendor and sound reinforcement

Additional comments of applicant: EMT will be onsite for the duration of the event.

TMF will have a parking team to help direct traffic.

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

25 day of February, 2026

Margaret O'Keefe
Notary Public Suffolk County



Signature of Applicant

MARGARET O'KEEFE
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01OK6083985
Qualified in Suffolk County
My Commission Expires Nov. 25, 2026

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

Constance Nostrand

Printed Name

2/25/26

Date

**UNANIMOUS RESOLUTIONS OF MEMBERS
THATCH MEADOW FLOWERS, LLC**

Constance Nostrand and Michael Vincenti, being all of the members of Thatch Meadow Flowers, LLC, a New York liability company (the "Company") having an address at 121 Harbor Road, St. James, NY 11780 (the "Property"), hereby approve the following resolutions:

1. The Company agrees to act as event planner and coordinator to the owner of the Property, Thatch Meadow Farm, LLC, for events, workshops and general gatherings to be held on the Property going forward in perpetuity;
2. The Company agrees to organize the event, including entering into arrangements with musicians, food vendors and other vendors, and making application to the Village of Head of the Harbor for a Special Event Permit, a tent permit, and any other required permits;
3. The Company authorizes Constance Nostrand and/or Michael Vincenti, each acting individually as Authorized Signatory, to execute and deliver, on behalf of the Company all applications, agreements and other documents as may be required by the Village of Head of the Harbor and/or by insurers, musicians, vendors or other third parties in connection with the event, and to pay all expenses incurred by the Company in connection with the Special Event, all as reasonably determined by Constance Nostrand or Michael Vincenti in their sole discretion.

Dated: Head of the Harbor, New York
March 5, 2026



Constance Nostrand



Michael Vincenti