

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: Conkquinox 2026 Date of Application: 7/13/26

Organization Name: Thatch Meadow Flowers

Nature of Event: Music Festival Fundraiser for Thatch Meadow Farm

Date(s) of Event: Saturday, September 19th

Time of Event: 2 PM to 9 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? ☒ 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: ☒ 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): _____

☒ 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.

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: 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: _____

☒ 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

13th day of July, 2024

Margaret O'Keefe
Notary Public Suffolk County

Margaret O'Keefe
Signature of Applicant

