

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

www.southamptontownny.gov/parksrec



Kristen Doulos – Town Parks Director

Jonathan Erwin – Parks Maintenance Supervisor

Showmobile, Portable Stage & Equipment Permit Application

Receipt of this application does not guarantee facility use. Applications are not finalized until approved and executed by the Town Parks Director or designee. **Submit application form to: Town of Southampton Parks & Recreation Department (address listed above)**

Name of Resident/Applicant		Today's Date	
Organization Name (if applicable)			
Organization (if applicable) 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 (home)		Cell	
Phone (work)		Fax	
Email Address			
Secondary Contact Name		Phone	

Equipment Requested

Note: it is the responsibility of the applicant to contact the Parks & Recreation Dept. (1) One-week prior to the event to confirm the location & special equipment requested.

Location of Use _____

- Showmobile Portable Stage
 12.5KW Generator Light Tower

Other (Specify) _____

Event Information

If use of equipment requires any special setup, traffic control, etc., please complete Special Requests Section.

Type of Event:			
Expected Attendance:		Est. Number of Vehicles:	
Day(s) of Week	Date(s) (mm/dd/yy) Please include all setup & takedown time	Start Time	End Time
Further details regarding times			

Additional Information

Please answer all questions correctly. Unanswered questions may delay your request. ***If You Answered Yes on Questions 1, 2 or 3, Please contact the Southampton Town Fire Prevention Office for a [Special Event Application](#) (631-702-2919)**

1. Is this event open or advertised to the public? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is this a fundraising/revenue producing event? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will there be soliciting or selling of any kind? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will there be power at the site?	<input type="checkbox"/> Yes If yes, how much?	<input type="checkbox"/> No

Please make a diagram below showing the unit at the site.

Special Requests If use of facility requires any special setup, traffic control, etc.,

Important Considerations:

- List time that stage **Needs to be Ready for Use**. Set-Up time and take down time (Approx. 1 hour total) will not be included in the rental fee.
- Request for a road closure or parking restrictions requires approval from [Southampton Town Police Department](#).
- Should any assistance be provided by the Town, the applicant is required to pay any additional costs.

Requirements:

- Applications **Must** be completed by a Town of Southampton resident/taxpayer for a local not-for-profit group and returned to the Parks & Recreation Department, 6 Newtown Road, Hampton Bays, NY 11946 at least 4-weeks prior to the scheduled event.
- Applicant is required to provide proof of insurance (**Comprehensive General Liability \$1,000,000 including liability, bodily injury & property damage**) w/ Town as Addt'l Insured prior to the event indemnifying the Town of Southampton of any liability OR applicant is required to purchase a user group insurance policy through the Town, if applicable. NOTE: Certificate Holder **Must** be addressed to: Town of Southampton, 116 Hampton Road, Southampton, NY 11968.
- Additionally, a duly signed and notarized **Hold Harmless Statement** must be submitted (See page 3).
- Rental locations are confined to Town boundaries.
- Applications are accepted on the first business day of January of each year.
- The complete fee must be paid with the application at the time of the reservation (unless otherwise directed). Payments may be in the form of **exact cash, check or credit card (We Accept All Major Credit Cards. Credit card payments may be subject to a surcharge.) Checks must be payable to the "Town of Southampton"**.
- No costs are to be incurred by the Town. All costs, direct or indirect, associated with the rental are the responsibility of the applicant.
- Applicant is required to ensure all Town regulations and applicable bylaws are followed.

My signature below signifies my agreement to the rules, regulations, policies and Town indemnification.

Signature of applicant		Date	
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Hold Harmless Statement

The undersigned agrees to release, indemnify and hold the Town of Southampton harmless from and against any claims for damages, losses or injuries of any kind arising out of its/my/our use of the Showmobile or Portable Stage.

Name of Organization/Applicant _____

By _____ Date _____

Print Name _____ Title _____

Applicant Signature _____

State of New York
) ss.:
County of Suffolk

On the ____ day of _____, _____, before me, the undersigned Notary Public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to this instrument, and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon whose behalf the individual(s) acted, executed the instrument.

Notary Acknowledgement

Signature of Notary Public		Date	
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Rental Fees (Additional Fees May Apply)

Equipment	Base Fee (First 4 Hours)	Additional Fees
Showmobile	\$500(first 4-hours)	\$50 per additional hour; \$200 staffing per hour
Showmobile Specifications: Travel mode (closed) — 28 ft long, 8.5 ft wide, 13.2 ft high; stage mode (open) — 32 ft stage length, 14.6 ft wide; electrical system — 30 amp with 12.5 kW generator.		
Portable Stage	\$200(first 4-hours)	\$50 per additional hour; \$125 setup/breakdown
16 X 16 when open, one set of stairs, railings on 3-side and no power.		
12.5KW Generator	\$200(first 4-hours)	\$50 per additional hour
Light Tower	\$150(first 4-hours)	\$25 per additional hour
Bleachers	\$250 per day	N/A
Speakers & Microphones	\$100 per day	Portable PA system and up to 5 wireless mics

SHOWMOBILE SPECIFICATIONS: Equipped with 16 folding chairs. (A generator is available, but optional)

- Travel Mode (closed): L 28' x W8.5' x H13.2'
- Full Stage Floor (open): L 32' x W14.6' x H13.2'
- Electric System 30 amp.
- Generator 12.5 kw

PORTABLE STAGE SPECIFICATIONS: L 16' x W16' when open, one set of stairs, railings on 3-side and no power.

REFUNDS: If either unit has been delivered to the site or the event is cancelled due to inclement weather then a credit will be issued, less the cost of staff overtime for the initial set-up. If the unit has not been delivered to the site, a full-refund will be issued if the event is cancelled due to inclement weather.

For Office Use Only — No Refunds

Permit No.		<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)					
Payment Type:	Check No.		Credit Card	Cash	
Invoice Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Comments					

Town Staff 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"/>	
Maintenance Instructions			