

TOWN OF SOUTHAMPTON

SOUTHAMPTON TOWN HALL
TOWN CLERK - MAIN OFFICE
 116 HAMPTON ROAD
 SOUTHAMPTON, NY 11968
Phone: (631) 287-5740
Fax: (631) 283-5606



OFFICE OF TOWN CLERK
SUNDY A. SCHERMAYER

Town Clerk Annex
Phone: (631) 723-2712
Fax: (631) 723-3080
Website:
www.southamptontownny.gov

Special Events and Parade Permits Fee Schedule

Fee Schedule	Effective 1/1/2020
Special Event & Parade Application Fees (§283-5):	
For parades and 1 day events with less than	250 people: \$50.00 per event day; \$25.00 per set up day
For events occurring over more than one day and/or events with	250 - 500 people: \$150.00 per event day; \$75.00 per set up day
For events occurring over more than one day and/or events with	500 - 1000 people: \$300.00 per event day; \$150.00 per set up day
For events occurring over more than one day and/or events with	1000 – 3000 people: \$500.00 per event day; \$250.00 per set up day
For events occurring over more than one day and/or events with more than	3000 people: \$1000.00 per event day; \$500.00 per set up day
Late Application Fee	\$10 / per day beyond the submission deadline and \$20 / per day more than 30 days late and application is accepted
Special Events held on parcels with PDD designation	
For parades and 1 day events with less than	250 people: \$50.00 per event day; \$25.00 per set up day
For events occurring over more than one day and/or events with	250 - 500 people: \$100.00 per event day; \$50.00 per set up day
For events occurring over more than one day and/or events with more than	500 people: \$200.00 per event day; \$100.00 per set up day

Fee for amendment to application (§283-8):	
Any amendment to the application for a parade or Special Event permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Incident Action Plans or Parking Plans at the request of the Town are not considered amendments to the application.	
Late Application Fee (§283-5):	
Special Event & Parade Late Application Fee:	\$10/per day beyond the submission deadline in §283-2B.
	\$20/per day. If more than 30 days late and application is accepted
Liability Insurance (§283-3A):	
Pursuant to §283-3A, the applicant and/or property owner shall furnish the Town with a comprehensive liability insurance policy, naming the Town as an additional insured, in the amount of the Town’s self-insured retention, which is currently \$1,000,000.00 General Aggregate and Each Occurrence. Also pursuant to §283-3A, if serving alcohol at an event, Liquor Liability Insurance Policy naming the Town as an additional insured in the amount of the \$1,000,000.00 General Aggregate and Each Occurrence, will also be required.	
Appeal Fee (§283-9B):	
Appeal before Public Safety Commission:	\$150/per application
Cost Reimbursement (§283-3B):	
Chapter 283 allows for cost reimbursement to the Town for all necessary staffing at an event or parade. Applicants will be billed at the highest going rate and highest overtime rate for any Police Officer, Traffic Control Officer, Traffic Control Specialist, Police Officer, Captain, Detective, Fire Marshal, Code Enforcement Officer, or Highway Department employee used at the event or parade. Also, applicants will be billed a 28% surcharge to reflect salary contributions towards FICA, Medicare, Workers Compensation, and retirement.	