



Town of Southampton  
116 Hampton Road  
Southampton, NY 11968  
*Public Safety and Emergency Management*  
Telephone 631 702-1700  
Fax 631 283-2694

**Jay Schneiderman**  
*Supervisor*

**Ryan Murphy**  
Town Code Compliance &  
Emergency Management Administrator

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February 4, 2021

To: Special Event Coordinators/Operators  
From: Southampton Town Public Safety  
Re: COVID-Related Event Considerations

As you are undoubtedly aware of, the presence of COVID-19 in the United States has changed the way in which we can gather safely and has therefore changed the way in which special events can occur. Although we are currently observing a decline in the spread of COVID-19 and the rollout of vaccines, we are not in the clear yet and must continue to take precautions.

Many of the special events that occur within the Town of Southampton work hard to support some of the most vulnerable members of our community who are of the greatest risk from COVID-19. The events that occur help to raise funds that support many extraordinary services that are provided to our residents. In an attempt to assist organizations with their endeavor to raise funds for charities, the Town has created this document to steer applicants in the right direction so that they can identify requirements that might be in place from New York State for their particular type of event. You should consult the following areas and examine the guidance documents from the State that might apply to your particular type of event.

- 1) <https://forward.ny.gov/statewide-guidelines>. This site contains guidelines from NYS that must be followed for different industries/disciplines/activities.
- 2) <https://www.businessexpress.ny.gov/app/nyforward>. If your activity is not clearly identified in one of the guidance documents on the site above, you can utilize this page to lookup where your activity is placed under the State guidance.
- 3) <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>. This site contains CDC recommendations and requirements for events and gatherings.

The plan that you submit with your application should be based on the location desired for the event and should include the size of the property, the topography, any wetlands that may be within the vicinity, emergency vehicle access information and traffic patterns. Your Special Event application and safety plan must be submitted to the Town Clerks Office for approval **PRIOR** to opening or operating any special event. The plan must include the following information:

Additionally, your plans should reflect the following information on top of normal information that is expected in the Incident Action Plan (IAP):

1. Steps being taken to strictly adhere to CDC guidance, Suffolk County Department of Health guidance, NYS guidance, as well as any other local COVID safety requirements.



2. Specific information about the location of sanitizing stations at the event.
3. Specific information about safety requirements that will be enforced at the event (i.e. COVID testing, face coverings, limits on people in one space at one time, controlled pathways of travel, sanitizing of equipment, seating and other spaces, etc.)
4. Specific information about who will be enforcing social distancing and other safety requirements on site/at the event (security, volunteers, police, etc.). Please note, that if this is a running or biking event that has a course, this information will need to refer to efforts that will be taken all along the course.
5. Please reference the applicable NYS guidance that your event falls under.
6. Any other pertinent information that relates to COVID-19 and associated safety actions.

All applications will undergo a review by the Town of Southampton and then, once determined to meet safety requirements by the Town, will be sent to New York State Department of Health for review. This process may take some time and your patience during the review process is greatly appreciated. The more information that is presented in your completed application; the greater likelihood of a smooth review process.

Applicants should understand that changes in COVID-19 positivity rates and other community spread factors may cause the Town, County or State to amend their approvals or requirements. The Town County, and State all reserve the right to amend or rescind any approvals in the interest of public safety, should circumstances change. Any approved applications must comply with the current guidelines and requirements at the time of the event.

Should you have any questions or concerns please contact the Southampton Town Clerks Office. We look forward to assisting you and working together to assure a safe season for all.

Sincerely,

Ryan J. Murphy  
Town Code Compliance &  
Emergency Management Administrator



# TOWN OF SOUTHAMPTON 2021 FILMING APPLICATION

## **\*\*COVID-19 Safety Plan required with all Applications\*\***

Southampton Town Code Chapter 162 Filming requires specific material to be submitted. Chapter 162 may be accessed on the Town website at [www.southamptontownny.gov](http://www.southamptontownny.gov). As each Film has a different impact on the community and town resources, you will be notified if additional materials are necessary. **Incomplete Applications will not be processed.**

### **Complete Applications MUST be submitted at least 20 DAYS prior to Filming**

\_\_\_\_\_  
Name of Filming Company

\_\_\_\_\_  
Film Location (Note: Street number(s) must be posted as per Town Code 162)

\_\_\_\_\_  
Parking Location (If parking will take place offsite)

\_\_\_ Roadways will be used Proposed Route (attach detailed map)

Start location: \_\_\_\_\_

End Location: \_\_\_\_\_

TOTAL PEOPLE PER DAY (CAST AND CREW) \_\_\_\_\_

DATE(S) for SET UP \_\_\_\_\_ DATE(S) for FILMING \_\_\_\_\_ Time for Filming \_\_\_\_\_

DATE(S) for SITE TO BE CLEANED UP \_\_\_\_\_

DESCRIPTION OF FILMING \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF FILM DAYS (BOTH FILMING AND SETUP) \_\_\_\_\_ FILING FEE: \_\_\_\_\_ LATE FEE: \_\_\_\_\_

- (1) FILMS WITH LESS THAN 25 PEOPLE: \$250 APPLICATION FEE; \$250 PER DAY
- (2) FILMS WITH 25-100 PEOPLE: \$250 APPLICATION FEE; \$500 PER DAY
- (3) FILMS WITH 101-200 PEOPLE: \$250 APPLICATION FEE; \$1000 PER DAY
- (4) FILMS WITH MORE THAN 200 PEOPLE: \$250 APPLICATION FEE; \$1500 PER DAY

**Late Application Fee: \$50 per day** beyond the submission deadline in 162-2. Application will continue to accrue late fees until deemed complete. Summonses may be issued to events that exceed the number of attendees on the permit. Any amendment to the application will be subject to an amendment fee of **25% of the application fee**. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments at the request of the Town are not considered amendments to the application.

#### APPLICANT

\_\_\_\_\_  
Name Mailing Address City/Hamlet/Village State Zip Code

(\_\_\_\_\_) Email Address: \_\_\_\_\_

Telephone \_\_\_\_\_

#### CONTACT PERSON - If different from Applicant for all correspondence, including permit \_\_\_ SAME AS APPLICANT

\_\_\_\_\_  
Name Mailing Address City/Hamlet/Village State Zip Code

(\_\_\_\_\_) Email Address: \_\_\_\_\_

Telephone \_\_\_\_\_



# TOWN OF SOUTHAMPTON 2021 FILMING APPLICATION

## SERVICE PROVIDER INFORMATION

### PERSON RESPONSIBLE FOR ON SITE MANAGEMENT OF THE FILM

\_\_\_ SAME AS APPLICANT

\_\_\_\_\_  
 Name Address – Residence City/Hamlet/Village State Zip Code  
 (\_\_\_\_)  
 Telephone Email Address

### OWNER OF PROPERTY

Attach current contract or agreement with property owner

\_\_\_\_\_  
 Name Mailing Address City/Hamlet/Village State Zip Code  
 Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SECURITY COMPANY \_\_\_ N/A

A copy of a NY State License must be submitted, along with a valid workers comp certificate and Certificate of Liability Insurance listing Town of Southampton.

\_\_\_\_\_  
 Name of Firm Email Telephone (\_\_\_\_)  
 Total number of personnel to be provided Onsite \_\_\_\_\_ Offsite \_\_\_\_\_

### PARKING \_\_\_ N/A

Attach valid workers comp and Certificate of Insurance listing Town of Southampton. A signed contract must be attached if 500+ attendees are expected.

\_\_\_\_\_  
 Name of Firm Email Telephone (\_\_\_\_)  
 Total number of parking spaces provided on-site \_\_\_\_\_ Total number of parking spaces provided off-site \_\_\_\_\_  
 Maximum number of vehicles expected to be parked at any given time at the Filming each day (if more than one day) \_\_\_\_\_  
**Parking after 1:00 am is prohibited on all Town roads in residential districts.**

### GARBAGE / TRASH / RUBBISH REMOVAL \_\_\_ N/A

\_\_\_\_\_  
 Name of Firm Email Telephone (\_\_\_\_)

### SANITARY WASTE / SEWAGE REMOVAL \_\_\_ N/A

\_\_\_\_\_  
 Name of Firm Email Telephone (\_\_\_\_)



# TOWN OF SOUTHAMPTON 2021 FILMING DISCLOSURE AFFIDAVIT

Page 1 of 2

STATE OF NEW YORK }  
COUNTY OF SUFFOLK } } ss:

\_\_\_\_\_ being duly sworn, deposes and says:  
Print Name

I am an applicant for a Filming permit. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. I reside at \_\_\_\_\_
2. The officers of the applicant corporation are as follows:
  - a. Pres. \_\_\_\_\_ Sec. \_\_\_\_\_
  - b. Vice Pres. \_\_\_\_\_ Treas. \_\_\_\_\_
3. Do any of the following individuals have an interest in the applicant or owner (as defined on page 2, note "A")?
 

	Yes	No
1. Any official of New York State	_____	_____
2. Any elected or appointed official or employee of Southampton Town	_____	_____

If the answer to Question 3 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

<u>Name</u>	<u>Residence</u>	<u>Nature of Interest</u>

4. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?
 

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the question to Question 4 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name/Address</u>	<u>Amount/Date</u>	<u>Name of Campaign Committee</u>



# TOWN OF SOUTHAMPTON 2021 FILMING DISCLOSURE AFFIDAVIT

Page 2 of 2

5. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

	Yes	No
a. Owner	_____	_____
b. Applicant	_____	_____
c. Agent for owner or applicant	_____	_____
d. Attorney	_____	_____
e. Other	_____	_____

If the answer to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name</u>	<u>Position (Owner, Agent, Attorney, Other)</u>	<u>Corporation</u>
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Applicant Signature

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

**A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A"  
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE  
STATE OF NEW YORK**

For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:

- a. the applicant or owner; or
- b. an officer, director, partner, or employee of the applicant or owner; or
- c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
- d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.



# TOWN OF SOUTHAMPTON 2021 AUTHORIZATION FOR INSPECTION AND INDEMNITY AGREEMENT

Property Owner Page 1 of 1

**IF MORE THAN ONE OWNER, A SEPARATE PAGE MUST BE SIGNED AND SUBMITTED  
BY EACH PROPERTY OWNER**

STATE OF NEW YORK}

}ss:

COUNTY OF SUFFOLK}

I, \_\_\_\_\_, being by me duly sworn,  
*please print name*

deposes and says: I am the Owner of the Property located at:

\_\_\_\_\_,  
described in the foregoing Application, and that I have authorized Officials and Employees of the Town  
of Southampton to enter my property to make all inspections necessary in connection with this Film.

Furthermore, in consideration of issuance by the Town a Filming Permit on the Property, the Owner  
voluntarily agrees to indemnify and hold the Town of Southampton and its officers, employees, and  
agents harmless from and against any and all losses, liabilities, damages, or costs sustained by any  
person for personal injury, death, or property damage arising out of, or as a consequence to the Filming.

The undersigned further agrees to indemnify and hold harmless the Town and its officers, employees,  
and agents from and against any and all losses, liabilities, damages, or costs which may be imposed  
upon, incurred by or asserted against the Town by reason of any act of omission of the undersigned,  
which result in damage or injury of any kind to any person or any property and which arises out of or  
is any way connected with the filming permitted by this permit.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
(If Owner is a corporation, please indicate name  
of corporation and title of corporate officer whose  
signature appears above)

Sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public



# TOWN OF SOUTHAMPTON

## 2021 RECORD OWNER'S ENDORSEMENT

**IF MORE THAN ONE OWNER, A SEPARATE PAGE MUST BE SIGNED AND SUBMITTED BY EACH PROPERTY OWNER**

STATE OF NEW YORK}

} ss:

COUNTY OF SUFFOLK}

I, \_\_\_\_\_, being by me duly sworn,  
*please print name*

deposes and says,

I am: (check one)

\_\_\_ a part owner in fee

\_\_\_ the sole owner in fee

\_\_\_ an officer of the corporation which is the owner in fee

of the premises described in the foregoing Application.

I reside at \_\_\_\_\_  
*Street*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have authorized \_\_\_\_\_ to make the foregoing Application to the Town of Southampton for a Filming Permit as described, herein. I have provided and attached all required documentation regarding applicable protective legal measures, including, but not limited to, covenants, easements, indentures or other restrictions placed on said property, including actions by the Southampton Town Board, Planning Board, Zoning Board of Appeals, or Conservation Board.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
(If Owner is a corporation, please indicate name of corporation and title of corporate officer whose signature appears above)

Sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public









# TOWN OF SOUTHAMPTON 2021 FILMING APPLICATION

\_\_\_ Comprehensive Liability Insurance Policy naming the Town of Southampton, 116 Hampton Road, Southampton, NY 11968 as an additional insured in the amount of \$2,000,000 aggregate/ \$1,000,000 each occurrence. *Insurance coverage must include set-up and break-down time and rain dates if requested.*

\_\_\_ Detailed Map, Plan or Sketch, Drawn to Scale, showing the following, on 8½ x 11 paper:

Location, Size and Number of the Following:

- a. \_\_\_ Existing Building(s) or Structure(s), Trailer(s), Stages, Decks, Platforms
- b. \_\_\_ All Access Roads Including Internal Circulation
- c. \_\_\_ Tent(s), including size, number and location. **Permit required** Contact 631-702-2919.
- d. \_\_\_ All Temporary Utilities: Generator(s), Fuel Storage, Cooking Facilities, Water (Supply, Storage, Distribution)
- e. \_\_\_ All Audio Equipment (Loudspeakers, Horns, Music, etc.)
- f. \_\_\_ Location of Fire Extinguishers, Location of Fire Lanes, Location of Water Supply
- g. \_\_\_ Dumpsters, Trash Barrels (attach Southampton Town Solid Waste Permit Southampton Town Code 205-5)

\_\_\_ Use of Town Facilities. If the Filming is at a Town Park, Beach or other Town-owned Property a “Facility Use Permit” is required pursuant to Town Code §111-3D. If and when both a facility use permit and a Filming permit are required, the validity of the facility use permit is contingent upon issuance of the Filming permit (Southampton Town Code 162-3). Please contact Parks & Recreation (631-728-8585) for information regarding a facility use permit. In addition all vendors hired by host shall provide proof of general liability, workers compensation, disability insurance and licenses required by New York State, Suffolk County or the Town of Southampton

\_\_\_ Lighting Plan. Include Type(s) of lighting, overhead, ground etc. and number of fixtures by type (search lights, strobe lights, laser lights or revolving lights are prohibited, Town Code 162).

\_\_\_ Additional Town permits may be required such as: Films with Animals (Southampton Town Code §150-9), Contact Animal Control 632-702-2915 Films with bon fires (Southampton Town Code §164-5), Contact Fire Prevention 631-702-2919, etc.

I hereby depose and certify that all the above statements and information contained in the supporting documents and drawings attached hereto are true and correct. I hereby agree to provide notice in writing to the Town Clerk’s Office immediately, should there be any material changes regarding the information submitted in this application. I hereby authorize officials and employees of the Town of Southampton to enter the property to make any and all inspections necessary in connection with this Film.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Applicant Signature

A false statement made herein is punishable as a class A misdemeanor pursuant to section 210.45 of the penal law of the State of New York.

\*NOTICE: A violation of any of these provisions of chapter 162 pertaining to filming permits shall be a violation or misdemeanor and shall be punishable as the chapter provides.