



TOWN OF SOUTHAMPTON

20__ PARADE APPLICATION

For all events that take place on roadways within Southampton Town such as runs, walks, marathons, etc.

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

This application form is required for events such as parades, runs, walks, marathons, biking events, etc. that take place on roadways within Southampton Town. In addition to this application, [Chapter 283 Southampton Town Code](#) requires specific material to be submitted in conjunction with this form as well as the items indicated on the application checklist provided.

If a section is not applicable, indicate N/A. It is the applicant's responsibility to ensure that the application package is complete and accurate. Incomplete applications will not be processed. NO BLANKS. Questions can be directed to specialevents@southamptontownny.gov

Applications MUST be submitted at least 90 DAYS prior to the event.

NAME of EVENT _____	DATE(S) of EVENT _____	APPLICATION FEE (see pg.4) \$ _____	LATE FEE (see pg.4) \$ _____
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PROPOSED ROUTE (attach detailed map)

Start location: _____

End location: _____

APPLICANT INFORMATION Charity 501(c)(3) Other

Name _____ Address _____ City/Hamlet/Village _____ State _____ Zip Code _____

DOB _____ (____) _____ Home

Email address: _____ (____) _____ Cell

CONTACT PERSON - If different from Applicant for all correspondence, including permit Same as applicant

Name _____ Address - Residence _____ City/Hamlet/Village _____ State _____ Zip Code _____

(____) Telephone _____ Mailing address if different _____ City/Hamlet/Village _____ State _____ Zip Code _____

Email address: _____

PERSON RESIDING IN SUFFOLK COUNTY, authorized to Accept Notices, Summonses or Other Violations with Respect to the Event.
 Same as applicant DOB _____ Note: Notarized affidavit for consent of service on page 8 must be submitted.

Name _____ Address - Residence _____ City/Hamlet/Village _____ State _____ Zip Code _____

INSURANCE COMPANY

Company Name _____ Telephone (____) _____ Binder included

DATE(S) for SET UP _____ DATE for SITE TO BE CLEANED UP _____

Please note: insurance certificate should include coverage for set-up and clean-up dates.



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EVENT INFORMATION

TOTAL ESTIMATED PEOPLE :

Per Day _____

Participants _____

Spectators _____

Employees _____

Organizers _____

Volunteers _____

DURATION: _____ day(s)

DATE(S) of Event: _____ / _____ / 20__ to _____ / _____ / 20__

In consideration of available Town resources and in the interests of preserving public peace, good order, health and public safety; dates submitted for the week of Memorial Day or the last weekend of June through Labor Day will not be considered.

Please call ahead to verify the specific dates.

HOURS of Event: _____ am/pm to _____ am/pm

Start Time: _____ am/pm

Estimated completion time: _____ am/pm

ENTRY FEE: \$ _____ (General Admission). *If applicable.*

EVENT DESCRIPTION

In the space below, please provide a description of the proposed event, including a detailed explanation of the purpose, the nature of the activities to be carried on, the objective and how the event is in compliance with the Town Code. Additional sheets may be added if necessary.

Please provide website address of event: _____

LOCAL GROUPS, ORGANIZATIONS, CHARITIES OR INDIVIDUALS who will benefit from the proceeds of the event and who are designated to receive proceeds.

Organization Name	Mailing Address	City/Hamlet/Village	State	Zip Code
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\$Amount: \$ _____ Phone number (_____) _____

Organization Name	Mailing Address	City/Hamlet/Village	State	Zip Code
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\$Amount: \$ _____ Phone number (_____) _____

As defined in NYS Executive Law 171, a **local charity** is one that has offices within the Town of Southampton or an organization that provides services or funds that **directly** benefit Town residents.

As defined in Town Code §283, an applicant that is not a charitable organization shall have 90 days after the event to submit proof in writing including copies of canceled checks to the FIRE PREVENTION OFFICE that pledges listed above were received by the Designated Charity.

If your organization is not a charitable organization, as defined in CH 283-1 of Southampton Town Code, please describe and note how the event will directly benefit a charitable organization.



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SUBMIT PLANS, DRAWINGS, INCLUDING HANDICAP ACCESSIBILITY, AND COMPLETE THE FOLLOWING REQUESTS FOR INFORMATION

THE FOLLOWING INFORMATION MUST BE SUBMITTED: A DETAILED MAP OR PLAN, DRAWN TO SCALE, SHOWING ALL OF THE REQUIRED ELEMENTS LISTED BELOW WITH A SUMMARY OF ITEMS INCLUDED ON MAP, AS WELL AS ALL OTHER APPLICABLE INFORMATION AND MATERIAL REQUIRED.

PLEASE INDICATE BY CHECK MARK THE FOLLOWING INFORMATION WHICH HAS BEEN INCLUDED IN PLANS SUBMITTED. INSERT "N/A" IF NOT APPLICABLE. NO BLANKS.

1. Filing Fee: *Number of **Set Up** days* *Number of **Event** days*
 - (1) for 1 day event with less than 250 people: **\$50 per event day; \$25 per set up day**
 - (2) for events occurring over more than two days and/or events with 250 - 500 people: **\$150 per event day; \$75 per set up day**
 - (3) for events occurring over more than two days and/or events with 500 - 1000 people: **\$300 per event day; \$150 per set up day**
 - (4) for events occurring over more than two days and/or events with 1000 - 3000 people: **\$650 per event day; \$250 per set up day**
 - (5) for events occurring over more than two days and/or events with more than 3000 people: **\$1,350 per event day; \$600 per set up day**

Late Application Fee: **\$10/per day** beyond the submission deadline in §283-2B. If more than 30 days late: **\$25/per day** fee.

Any **amendment** to the application for a Parade 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 Parking Plans at the request of the Town are not considered amendments to the application.

Summonses may be issued to events that exceed the number of attendees on the permit.
2. Comprehensive Liability Insurance Policy naming the Town of Southampton, 116 Hampton Road, Southampton, NY 11968 as an additional insured in the amount of \$1,000,000.

Insurance coverage should include set-up and break-down time and list name, date & location of event under description of operations.
3. Disclosure Affidavit, Owner's Endorsement, Authorization for Inspection, Affidavit- Consent of Agent for Service; all signed and notarized.
4. Detailed Map, Plan/Sketch drawn to Scale, Showing the proposed route of event & surrounding area, including start, intersections & end point. Location, Size and Number of the Following:
 - a. Tent(s), including size, number and location. **Permit required from Chief Fire Marshal for all tents greater than 200 square ft.**
 - b. Stages, Decks, Bleachers, Platforms (**If applicable certification and/or inspection**)
 - c. Restrooms, including Handicap Accessible
 - d. Dumpsters, Trash Barrels
5. Use of Town Facilities. If the Event is to be held 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 special event permit are required, the validity of the facility use permit is contingent upon issuance of the special event permit (Southampton Town Code 283-7). Please contact Parks & Recreation (631-728-8585) for information regarding a facility use permit.
6. Plan for Disposal of Garbage, Trash, Rubbish and Sanitary Waste and Sewage
7. Emergency Plan including Emergency Medical Facilities, notifications, arrangements
8. Parking Plan both onsite/offsite including layout, ingress and egress, loading and delivery, passenger pick-up/discharge, shuttle bus
9. Letter from Participating Charity
10. Complete Application

PLEASE SUBMIT ORIGINAL PARADE APPLICATION, PLANS & ALL DOCUMENTATION.

I hereby depose and certify, that all the above statements and information and all 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 FIRE PREVENTION 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 Parade Application.

Name of Applicant _____ Applicant's Signature _____

Sworn to before me this _____ day of _____, 20__.

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.

A violation of any of the provisions of Town Code §283 pertaining to special events permits shall be a misdemeanor and shall be punishable as the chapter provides.



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6. 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
1.	Owner	_____	_____
2.	Applicant	_____	_____
3.	Agent for owner or applicant	_____	_____
4.	Attorney	_____	_____
5.	Other	_____	_____

If the answer to Question 6 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 _____, 20__.

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

- A. 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.

