

TRUSTEES OFFICE  
 116 HAMPTON ROAD  
 SOUTHAMPTON, NY 11968



PHONE: 631 287-5717

FAX: 631 287-5723

**BOARD OF TRUSTEES**  
 OF THE FREEHOLDERS AND COMMONALTY OF THE  
 TOWN OF SOUTHAMPTON

**BEACH EVENT APPLICATION COVER SHEET**

**\*ALL FEES ARE NON-REFUNDABLE – cash or check only**

FEE CHART:	FEE:	# OF DAYS:	TOTAL FEE:
<b>Application Fee:</b>	\$300	_____	\$300
<b>Application LATE Fee:</b> (Incurred if COMPLETE application is submitted sooner than 30 days before the event – we do not accept incomplete applications)	\$300	ONE TIME FEE <i>(if applicable)</i>	
<b>Piping Plover Inspection Fee:</b>	\$250	ONE TIME FEE	\$250

**TOTAL FEES TO BE PAID AT TIME OF APPLICATION: \$ \_\_\_\_\_**

**FEES PAID AFTER PERMIT IS APPROVED BY THE TRUSTEES**

FEE CHART:	FEE:	# OF DAYS:	TOTAL FEE:
<b>Fee for Each Additional Day:</b> (includes set-up and breakdown days)	\$300		
<b>Piping Plover Monitor:</b> (Per day, if deemed necessary)	\$650		

**TOTAL FEES TO BE PAID AFTER PERMIT IS APPROVED: \$ \_\_\_\_\_**

**DOCUMENTS TO BE SUBMITTED WITH APPLICATION:**

*The Southampton Town Trustees office will NOT accept any incomplete applications.*

Please check the following to ensure your application is complete and acknowledge with signature below:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Non-Refundable Application Fees
- \_\_\_\_\_ Certificate of Liability Insurance
- \_\_\_\_\_ Agent Letter (if applicable)
- \_\_\_\_\_ Indemnification and Hold Harmless
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Property Tax Bill or Deed
- \_\_\_\_\_ Copy of Lease & Letter of Permission from homeowner (if applicable)
- \_\_\_\_\_ Number and description of accessory equipment (if applicable)
- \_\_\_\_\_ Music and P.A. system description (if applicable)
- \_\_\_\_\_ Vehicle Registrations (if applicable)
- \_\_\_\_\_ Proof of permitted 4X4 access (if applicable)
- \_\_\_\_\_ Performance Bond (if applicable)
- \_\_\_\_\_ Copy of Bonfire Permit (if applicable)
- \_\_\_\_\_ Copy of Alcohol Beverage Permit (if applicable)
- \_\_\_\_\_ Copy of Facility Use Permit (if applicable)

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**DESCRIPTION OF ADDITIONAL DOCUMENTS REQUIRED**

*The Southampton Town Trustees office will NOT accept any incomplete applications.*

1. **Application**
2. **Non-Refundable Application Fees**
3. **Certificate of Liability Insurance**
  - a. Licensee shall cause Licensor to be named an additional insured for \$1,000,000/\$2,000,000 and as a certificate holder entitled to notice under such insurance policies. Licensor should be stated as follows:  
*Board of Trustees of the Freeholders and Commonalty of the Town of Southampton  
116 Hampton Road  
Southampton, NY 11968*
4. **Agent Letter** (if applicable)
5. **Indemnification and Hold Harmless**
  - a. Must be notarized
  - b. Please put your primary residence address
6. **Site Plan**
  - a. Must include structures of equipment on beach, tables, chairs, tents, etc.
7. **Property Tax Bill or Deed**
  - a. If you are having the event in front of your property
8. **Copy of Lease & Letter of Permission from homeowner** (if applicable)
  - a. If property is leased by the applicant
9. **Number and description of accessory equipment** (if applicable)
10. **Music and P.A. system description** (if applicable)
  - a. Contact Southampton Town Code Enforcement to ensure compliance with Town Code at (631) 702-1700.
11. **Vehicle Registrations** (if applicable)
  - a. If parking permits are needed to park on a Trustee owned road
12. **Proof of permitted 4X4 access** (if applicable)
  - a. A photograph of each 4X4 sticker for any vehicles that may need to drive on the beach including catering, garbage pickup, tent companies, etc.
  - b. 4X4 permits may be obtained from the Trustees' Office prior to the beach event for Town of Southampton **residents only**.
  - c. All beach driving laws, as outlined in the Trustees Blue Book of Rules and Regulations, must be adhered to at all times.
13. **Performance Bond** (if applicable)
  - a. Depending upon the scale and type of event, this may be required for cleanup.
14. **Copy of Bonfire Permit** (if applicable)
  - a. Provide a copy of submitted, date stamped Bonfire Application
  - b. Provide a copy of the Bonfire Permit once received
15. **Copy of Alcohol Beverage Permit** (if applicable)
  - a. Provide a copy of submitted, date stamped Alcohol Beverage Application
  - b. Provide a copy of the Alcohol Beverage Permit once received
16. **Copy of Facility Use Permit** (if applicable)
  - a. If using a Parks and Recreation parking lot for additional parking



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**BEACH EVENTS INFORMATION**

**Please reference the Southampton Town Code, Chapter A340: Rules and Regulations for Management and Products of Town Waters, Article XVII: Ocean Beach Events and Permits, Sections §70, §71, §72, §73, §7**

Town Code Link: <https://ecode360.com/32382051>

1. Beach Event Applications for events held on **ANY** Southampton Town ocean beaches located within the Trustees easement area, including but not limited to, an event adjacent to a private residence, an event in any village within the Town of Southampton, and/or an event at a public beach.
2. Applications are submitted and reviewed by the Trustees of the Freeholders of the Town of Southampton, the Bay Constables, and the Coastal Stewards.
3. Proposed event expects more than **fifty (50)** people in attendance. Events with fewer than fifty people are not required to obtain a beach event permit.
4. The **Coastal Stewards** must perform a **plover inspection** of the site prior to the event. If birds are found in the area, the event must have a **plover monitor** to ensure that the birds are not disturbed during the event. The Trustees also reserve the right to deny a beach event.
5. If you require additional parking:
  - a. Follow the parking signs on the road and contact the local municipality
  - b. Use a Trustee Road (list of Trustee Roads is on our website)
  - c. Obtain a Facility Use Permit from the Parks and Recreation Department to utilize one of their facilities
6. **Alcohol Beverage Permit Application** may be obtained from Southampton Town Parks and Recreation Department. (See link below)
7. **Bonfire Permit Application** may be obtained from the Southampton Town Fire Marshal's Office. (See link below)
8. **Absolutely no** walking over dunes through beach grass. Personnel and/or guests must use a specific route through dunes from house to beach and event.
9. A 20' wide **pass and repass lane** parallel to the beach must be maintained unencumbered between the high tide line and the event structures.

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**YOU ARE ADVISED THAT PERMITS MAY ALSO BE NECESSARY FROM THE FOLLOWING DEPARTMENTS:**

Town of Southampton Parks and Recreation  
<http://www.southamptontownny.gov/353/Parks-Recreation>  
6 Newtown Road, Hampton Bays, NY 11946  
Phone: 631-728-8585  
Fax: 631-728-8525

Town of Southampton Division of Fire Prevention  
<http://www.southamptontownny.gov/240/Fire-Prevention>  
18 Jackson Avenue, Hampton Bays, NY 11946  
Phone: 631-702-2919  
Fax: 631-728-3688

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**BEACH EVENT APPLICATION**

**AGENT INFORMATION:**     Check if same as owner

Agency: \_\_\_\_\_

Agent's Name \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Agent's Physical Address: \_\_\_\_\_

Agent's Mailing Address: \_\_\_\_\_

**HOMEOWNER INFORMATION:**

Property Owner(s) Name: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Homeowner's Town of Southampton Address: \_\_\_\_\_

Homeowner's Mailing Address: \_\_\_\_\_

**EVENT INFORMATION:**

Event Location: \_\_\_\_\_

Beach and/or Waterbody: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: From \_\_\_\_\_ To \_\_\_\_\_    Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

Set Up Date(s): From \_\_\_\_\_ To \_\_\_\_\_    Breakdown Date(s): From \_\_\_\_\_ To \_\_\_\_\_

Number of persons attending event:     50-100     100-150     150-200     200-250     250-300     300+

Number of Tents: \_\_\_\_\_ Size of Tents: \_\_\_\_\_

Vehicle Beach Access Location: \_\_\_\_\_

Days and times of vehicle beach use: \_\_\_\_\_

Daily number of vehicles to access & egress beach: \_\_\_\_\_

Trustee Road Parking?: No \_\_\_\_\_ Yes \_\_\_\_\_    Number of Vehicles \_\_\_\_\_

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Name of Trustee Road: \_\_\_\_\_

Number and description of accessory equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Music and P.A. system? Yes \_\_\_ No \_\_\_ Description: \_\_\_\_\_

Bonfire: Yes \_\_\_ No \_\_\_ (If yes, a permit from the Fire Marshal is required. Include a copy with this application.)

Beer & Wine: Yes \_\_\_ No \_\_\_ (If yes, an Alcoholic Beverage Permit is required. Include a copy with this application.)

**SECURITY INFORMATION:**

Security Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Security Company Physical Address: \_\_\_\_\_

Security Company Mailing Address: \_\_\_\_\_

**CATERING INFORMATION:**

Catering Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Catering Physical Address: \_\_\_\_\_

Catering Mailing Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied Trustee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Approved, Permit #: \_\_\_\_\_ If Denied, reason for denial: \_\_\_\_\_

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**AGENT LETTER**

I, \_\_\_\_\_ being duly sworn, depose and say that I am  
the owner of the premises located at: \_\_\_\_\_  
\_\_\_\_\_  
and I am designating: \_\_\_\_\_  
to represent and act on my behalf as my agent, and to file the necessary documents to obtain  
a permit(s).

\_\_\_\_\_  
**Owner Signature**

Sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

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**BEACH EVENT**  
**INDEMNIFICATION AND HOLD HARMLESS**

I, \_\_\_\_\_, residing at:

\_\_\_\_\_

hereby shall release, indemnify, defend and hold harmless the Board of Trustees of the Freeholders and Commonalty of the Town of Southampton, its officers, employees, contractors, agents and representatives from and against any and all demands, liabilities, losses, damages, expenses (including reasonable attorney's fees) and judgments for any personal injuries, death, or property damage directly relating to or arising from the installation and/or use of the beach event under this application.

\_\_\_\_\_

**Signature**

STATE OF NEW YORK)

) ss.:

COUNTY OF SUFFOLK)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to the within 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 their behalf of which the individual(s) acted executed the instrument.

\_\_\_\_\_

**NOTARY PUBLIC**