



Village of Greenport Building Department
236 Third Street, Greenport, New York, 11944
(631) 477-0248
www.villageofgreenport.org

RECEIVED
DEC 14 2023
VILLAGE OF GREENPORT
BUILDING DEPARTMENT

ENTERTAINMENT PERMIT APPLICATION CHECKLIST

INSTRUCTIONS FOR ENTERTAINMENT PERMIT APPLICATION:

Please submit the following in six (6) sets collated into separate packets, with original signed set and check for filing fee clipped on top.

1. Completed Application signed and notarized.
2. A separate operating report in respect of the applicable business, entity or property that includes the following information:
 - A. A summary of the type of catered events and/or entertainment which such business, entity or property intends to provide, including the approximate maximum number of persons anticipated to be present within the business or on the applicable property in connection with the hosting of any entertainment or catered affair.
 - B. The approximate anticipated days and hours during which such business, entity or property contemplates hosting entertainment and/or catered affairs; a description of the proposed placement of seating (to the extent seating is to be altered in or at the establishment or applicable property in connection with the hosting of any entertainment or catered affair from that which applies during normal operations of such business).
 - C. Any stage or dancing areas, security arrangements and any proposed noise mitigation or buffering arrangements to be included in connection with the hosting of entertainment and/or catered affairs.
 - D. A statement as to the compatibility of the hosting of entertainment and/or catered affairs with the properties immediately adjacent to the property on which such entertainment or catered affairs will take place as well as the immediately surrounding neighborhood.
 - E. Such other information as to the operation and management of the applicable business, entity or property as the applicant feels is relevant to a determination as to whether such business, entity or property should be granted an entertainment permit.
3. A summary of the days and hours of event or operation of the applicable business, entity, or property.
4. The name or names of and contact information (address and phone number) of all responsible persons for such business, entity, or property (which information, for the avoidance of doubt, shall be available to residents of the Village upon request).

5. Confirmation as to whether or not any responsible person of the business or entity has been convicted of any criminal offenses, whether misdemeanor or felony within the past five (5) years, the nature of such offense(s) (if any) and the sentence(s) (if any) received.
6. A summary of any code violations for which any responsible person or any property owned by such responsible person, or any business operated by such responsible person in New York State or the applicable business, entity or property that is the subject of such application has received notice of in the immediately preceding five (5) years, together with information as to any resolution of such code violations.
7. Such other information as the Building Inspector may deem necessary for the purpose of review of such application and for the administering of the provisions of this Chapter.
8. Copies of noted Covenants and/or Restrictions, if applicable.
9. If this application is applied for by an LLC, a list of acting members of that LLC must be provided with this application.



PLANNING BOARD
ENTERTAINMENT PERMIT APPLICATION

236 Third Street, Greenport, New York, 11944

(631) 477-0248 www.villageofgreenport.org

Date of Application 12/14/23

All information below is to be completed by the applicant. This completed application is to be accompanied by a separate operating report, and a listing of information as noted in items 3 through 8 of the instructions page. Please refer to Village of Greenport Code Section 150-51 (available on the Village website) for additional details for Entertainment Permits.

THE OWNER OF THE BUSINESS: (PLEASE PRINT CLEARLY)

Scott Gonzalez

Owner's Name or Legal Entity with DBA, if applicable

714 Main St Greenport NY 11944
Mailing Address City/ Town/ Village State Zip

516- [REDACTED] [REDACTED]
Phone # E-Mail Address

CONTACT PERSON (if different from owner)

The person to receive all correspondence:

First Name Last Name Business Name, if applicable

Mailing Address City/ Town/ Village State Zip

Phone # E-Mail Address

ADDITIONAL CONTACT PERSON (if different from owner)

The person to receive all correspondence:

First Name **Last Name** **Business Name, if applicable**

Mailing Address **City/ Town/ Village** **State** **Zip**

Phone # **E-Mail Address**

ADDITIONAL CONTACT PERSON (if different from owner)

The person to receive all correspondence:

First Name **Last Name** **Business Name, if applicable**

Mailing Address **City/ Town/ Village** **State** **Zip**

Phone # **E-Mail Address**

LOCATION OF BUSINESS:

Suffolk County Tax Map Number: 1001 Section: 2 Block: -3 Lot -10

Street Address: 714 Main St Greenport, New York, 11944

Zoning District: WC R1 R2 PD CR CG

List of LLC members (if applicable)

N/A

A brief description of the nature of the activity, use or business of the business, entity and/or property for which the permit is being requested (including whether such business or entity operates all or a portion of its business outdoors).

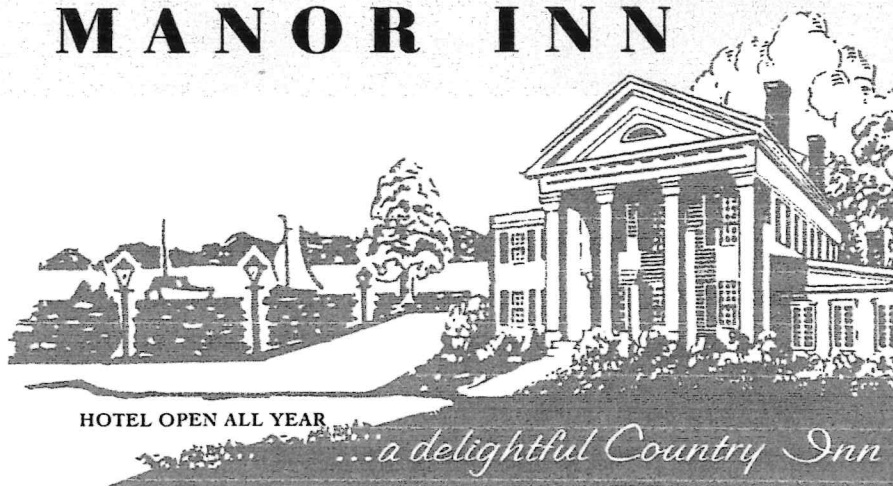
Hotel / Marina / Restaurant

We cater events in our restaurant. We have a poolside snack bar open in the summer. We do outdoor music events on Tuesdays in the summer from 6pm until 9pm. The majority of our events are inside the restaurant.

TOWNSEND MANOR INN

- ★ RESORT HOTEL
- ★ RESTAURANT
- ★ COCKTAIL LOUNGE
- ★ SWIMMING POOL
- ★ MARINA

714 MAIN STREET
GREENPORT, L.I., NEW YORK 11944
TEL: 631.477.2000
WWW.TOWNSENDINN.COM



I am applying for an entertainment permit for Townsend Manor Inn inc located at 714 Main Street in Greenport. Inside the restaurant, we typically host anniversary parties, birthdays, Fire Dept meetings, and rehearsal dinners. We occasionally have small weddings. We host the annual Off Soundings party out on our lawn. We have a music night in July & August out on our lawn by the marina.

The inside catering can be any day of the week, but most parties are on weekends. Our music night is on Tuesdays from 6pm until 9pm.

We have a 12' by 18' dance floor in the restaurant that is used 1-2 times per year. It is located in the dining with a removable rug covering it. There are tables normally set up over the area.

We have been hosting events here since the '50's when my family purchased the property. There is a church next door and a few residential properties. We also have hotel rooms on the second floor above the restaurant. We keep the noise level at a reasonable level as not to disturb our guests as well as neighbors. Less than 10% of our catering events have a DJ or live music.

Our hotel is open 7 days a week year round. Our hours vary by season. Our restaurant is open from mid May until mid November Friday through Monday. We will cater parties at any time of the year.

I am the owner and live on premise. Scott Gonzalez 714 Main Street (631)477-2000

I have not been charged or convicted of any criminal offenses in the last 5 years.

I am not aware of any code violations in the last 5 years.

We are an S Corp not a LLC.

Thank you, Scott Gonzalez

AFFIDAVIT

Village of Greenport)
Town of Southold)
County of Suffolk) ss
of New York)

State

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Code, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner. The Village of Greenport is hereby granted permission to enter the property listed as the "Location" for the purposes of inspecting my property for a site visit. I understand that if approved, Site Plan approval will be granted and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of the Site Plan are complied with. I understand that any approval granted will be deemed null and void if any information pertaining to restrictions and/or covenants prior to the date of this application are discovered after Site Plan approval is granted. Any violation of all applicable codes, or deviations from the approved Site Plan will result in the immediate revocation of this Site plan approval & legal action will be taken against me. No responsibility rests upon the Village of Greenport, Code Enforcement Official or the Fire Department by reason of this application and permit.

Sworn to be before this 14 day
of December 20 23

Signature 
Owner or Applicant


Notary Public, Suffolk County, New York

MATTHEW FOX
NOTARY PUBLIC STATE OF NEW YORK
SUFFOLK COUNTY
LIC. #01FO0016697
COMM. EXP. 11/20/27