



236 THIRD STREET
GREENPORT, NY 11944
Tel: (631) 477-0248
Fax: (631) 477-1877

PUBLIC ASSEMBLY PERMIT APPLICATION

This application applies to any form of public assembly or entertainment expected to attract or involve twenty-five (25) or more persons. A cover letter is required, describing in detail the proposed event. A \$50.00 non-refundable permit fee and a \$500.00 security deposit must be submitted with the completed application.

SECTION 1:

Name of Applicant/Organization: _____

Address of Applicant/Organization: _____

Email Address: _____ Phone #: _____

Location of Event: _____ Type of Event: _____

Date of Event: _____ Hours of Event: _____

Description of Event: _____

Estimated Number of people in attendance: _____ Fees to be charged: _____

I hereby declare that I will comply with the Village of Greenport Code and all conditions of this permit.

Signature of Applicant Date

PLEASE CIRCLE APPROPRIATE ANSWER

Road(s) to be closed? YES NO *Tent or structure to be erected? YES NO

Sidewalk(s) blocked? YES NO Food to be served? YES NO

Have you previously obtained a permit for this event? YES NO

If yes, when? _____

Clean Up Plans: _____

* YOU MUST FILL OUT THE ATTACHED APPLICATION FOR A TEMPORARY TENT IF THE TENT EXCEEDS 400 SQUARE FEET.



236 THIRD STREET
GREENPORT, NY 11944
Tel: (631) 477-0248
Fax: (631) 477-1877

Approval by the Board of Trustees is required, and this permit must be submitted no later than 60 days prior to the event.

SECTION 2:

A deposit check in the amount of five-hundred dollars (\$500.00) must be submitted with this application, which may be refunded after event conclusion if the property is returned to its original state and there are no costs incurred by the Village.

Insurance Required: Applicant will provide proof of liability insurance in the amount of one-million dollars (\$1,000,000.00) per occurrence naming the Village of Greenport as additional insured for risks or as may otherwise be determined by the Board of Trustees.

Alcoholic Beverages: No person shall consume alcoholic beverages in any Village park, playground, beach or any other Village park property or facility, nor shall any person possess any alcoholic beverage with intent to consume or facilitate consumption by others of same in any Village park, playground, beach, or other park property.

Signed: _____

Dated: _____

Applicant must return completed application, cover letter and checks to the Village of Greenport at: 236 Third Street, Greenport, New York, 11944.

SECTION 3: FOR OFFICIAL USE ONLY

This application is hereby: _____ Approved _____ Denied

Village Clerk Date

Date of Board of Trustees action: _____

- cc:
- Finance Department
- Police Department
- Fire Department
- Code Enforcement
- DPW/Utilities



**VILLAGE OF GREENPORT CODE ENFORCEMENT & FIRE SAFETY
236 THIRD STREET
GREENPORT, NEW YORK, 11944
631-477-0248**



E-Mail: abolanos@greenportvillage.org

APPLICATION FOR TEMPORARY TENT, CANOPY, AIR SUPPORTED OR TENSIONED MEMBRANE STRUCTURE

All tents/membrane structures shall follow International Fire Code Chapter 31

PLEASE CALL 8-1-1 FOR MARK OUT PURPOSES BEFORE ERECTING TENT

Name of Sponsor/Event: _____

Location or Venue & Address (where tent is placed): _____

Person in charge of event and to whom notices under the Intl. Fire Code shall be addressed and mailed:

Name: _____ Telephone No. _____

Mailing Address (if different from above): _____

Company supplying/erecting tent: _____

Contact Name/No. _____

Mailing Address: _____

Number & Dimension of Tent(s): _____

*Date tent(s) is to be erected: _____ Date tent is to be removed: _____

**Please call Code Enforcement at 631-477-0248 when tent is erected*

The following must be submitted as part of this application:

- Liability insurance certificate (listing the Village of Greenport as additionally insured)
- Site map (showing where tent(s) are being placed at site)
- Certificate of flame resistance
- Tents may only be erected with tent stakes. Any other method of securing shall be signed off on by a licensed engineer and submitted to the Fire Marshal for approval prior to erecting any tent or membrane structure.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

THIS PERMIT IS INDEPENDENT OF ZONING REGULATIONS AND IS NOT INTENDED TO INFER THAT THE TENT/CANOPY IS A PERMITTED USE UNDER ZONING REGULATIONS.

Additional permits may be required for special events; please contact the Village Clerk at 631-477-0248

TENTS MAY ONLY BE ERECTED FOR A PERIOD OF 180 DAYS PER CALENDAR YEAR

I hereby attest that the following presented herein is true and accurate to the best of my knowledge.

I furthermore acknowledge that inaccurate information may result in the permit being denied.

Signature: _____ Date: _____

FOR OFFICIAL USE:

____ APPROVED ____ DENIED Signature: _____ Date: _____ **PERMIT NUMBER:** _____

****THIS PERMIT SHALL BE CONSPICUOUSLY PLACED BY PERSON IN CHARGE****