

**TRUSTEES OF THE FREEHOLDERS AND COMMONALTY  
OF THE TOWN OF EAST HAMPTON, LONG ISLAND**

**267 Bluff Road P.O. Box 7073**

**Amagansett, New York 11930**

**Office (631) 267-8688 Fax**

[www.EHTrustees.com](http://www.EHTrustees.com)

[trustees@eamptonny.gov](mailto:trustees@eamptonny.gov)

**Filing Instructions for Trustee Consent for a 2021 Special Event**

1. **Trustee Consent Form** – Please complete the top portion of the form (PRINT CLEARLY) in the name of the person hosting the event (not the agent or caterer). *Please read all information carefully* and **make sure your application is turned into the Trustees office at least 10 days before the event date.** This three page Consent Form must be signed by the Trustees and returned to the applicant to be valid.

2. **Declaration Form** - The Declaration Form must be **notarized** and the original must be mailed or handed in to the Trustees office.

3. **Certificate of General Liability Insurance** – In addition to the Certificate of Liability Insurance required by the Town of East Hampton, a *separate* Certificate of General Liability Insurance naming the ‘Trustees of the Freeholders and Commonalty of the Town of East Hampton’, as additional insured for the event is required.

a) Minimum coverage for liability of \$1,000,000 **AND** minimum coverage for property damage of \$1,000,000

b) Be sure to include in the Description section; your name, company name, date, time and location of your event.

c) Certificate Holder must read, **exactly:**

East Hampton Town Trustees

P.O. Box 7073

Amagansett, NY 11930

If you have any questions, please call the Trustees office, 631-267-8688 or email [trustees@eamptonny.gov](mailto:trustees@eamptonny.gov) There is no fee for a Trustee Special Event Permit



However, the Applicant, along with guests and caterer, must abide by the following Trustee policies:

- 1) **Trustee consent does not imply exclusive use of the beach. At no time shall the event prohibit emergency personnel or the public's access to or along the beach;**
- 2) **All garbage/refuse/debris will be removed from the property/beach immediately upon completion of the event. It shall be disposed of appropriately by the applicant, not left at Town road end receptacles.**
- 3) **No balloons shall be utilized for the event as they pose a health hazard to marine species and are environmentally detrimental;**
- 4) **Music, fires and lighting must meet the requirements set forth in the appropriate Town Code regulations, i.e. no amplified music allowed;**
- 5) **No structures, i.e. dance floors, tents, etc., shall be placed on the beach;**
- 6) **The Town personnel charged with the protection of the Piping Plover should be consulted to ensure the event will not cause harm or disturb nest sites;**
- 7) **All aspects of the event must be carried out as described in the Town of East Hampton Special Event and/or Filming/Still Photography Permit.**
- 8) **If complaints are received by the Trustee Office regarding a Trustee Filming/Still Photography Permit; the film company will be notified. Filming will immediately cease until the matter is resolved.**

Sincerely,

\_\_\_\_\_  
Town Trustee

\_\_\_\_\_  
Date

c.c.           Carole Brennan, Town Clerk  
                  Ed Michels, Chief Harbormaster  
                  Michael Sarlo, EH Town Police Chief  
                  Dave Browne, Fire Marshall

**TRUSTEES' CONSENT**

The Trustees of the Freeholders and Commonalty of the Town of East Hampton hereby consent to the East Hampton Town Special Event Permit proposed by: \_\_\_\_\_ (Applicant) provided it is conducted in accordance with the details presented to the Trustees and the Town.

The Trustees make no representations regarding the suitability of the property for the proposal or its present or future condition.

This consent is conditioned upon the Trustees' receipt, at least 10 days before the proposed gathering, of a Declaration in which Applicant agreed to indemnify and hold harmless the Trustees, their employees, agents and other persons, from and against all claims, costs, judgments, liens, encumbrances, damages, costs and expenses, including reasonable attorney's fees, which the Trustees may hereafter incur, suffer or be required to pay by reason of the injury to any person or property attributable to the condition of the real property at the location of the event or to any act, omission, negligence, recklessness or wrongdoing (intentional or unintentional) of the Applicant, its agents, employees, subcontractors, guest or other persons present at the event.

This consent is also conditioned upon the Trustees' receipt of a Certificate of General Liability Insurance, at least 10 days before the proposed event, setting forth the purpose of the event, the date and times thereof, with minimum coverage for liability of \$1,000,000 and minimum coverage for property damage of \$1,000,000, and under which the East Hampton Town Trustees, P.O. Box 7073, Amagansett, NY 11930, is named as an insured.

If the Declaration and Certificate of Insurance have not been received by the Trustees at least 3 days before the proposed event, this Consent is automatically revoked without any further action on the part of the Trustees.

Dated: \_\_\_\_\_

TRUSTEES OF THE FREEHOLDERS AND COMMONALTY  
OF THE TOWN OF EAST HAMPTON

\_\_\_\_\_  
By:

**DECLARATION**

The undersigned (Applicant) agrees to indemnify and hold harmless the Trustees, their employees, agents and other persons, from and against all claims, costs, judgments, liens, encumbrances, damages, costs and expenses, including reasonable attorney's fees, which the Trustees may hereafter incur, suffer or be required to pay by reason of the injury to any person or property attributable to the condition of the real property at the location of the event or to any act, omission, negligence, recklessness or wrongdoing (intentional or unintentional) of the Applicant, its agents, employees, sub-contractors, guests or any other persons present at the event.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

STATE OF NEW YORK)

) s.s.:

COUNTY OF SUFFOLK

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed 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 on behalf of which the individual(s) acted, executed the instrument.

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

My Commission Expires: \_\_\_\_\_