



P.O. Box 7073
Amagansett, NY 11930

Trustees
of the Freeholders and Commonalty of the
Town of East Hampton

631-267-8688
trustees@ehamptonny.gov
www.ehtrustees.com

2022 Special Events Permit Application

Instructions:

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@ehamptonny.gov.



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2022 Special Events Permit application

(type or print clearly)

Please Circle One: *Public Assembly Permit*

Filming/Still Photography Permit

Applicant Name: _____

Phone: _____

Email: _____

Purpose of Gathering: _____

Agent/Catering Co.: _____

Agent Phone (office/cell): _____

Agent/Catering Co. Email: _____

Address: _____

Is requesting permission to utilize the public property, under the jurisdiction of the Board of Trustees, known as

_____ on _____
(Location) (Date)

between the hours of _____ for a gathering of (#) _____ people,

has been reviewed; and the Trustees' Consent Form and required Certificate of General Liability Insurance naming the East Hampton Town Trustees as additional insured for the event has been received; and as no structures, such as fences, tents, platforms, dance floors, etc... are proposed for placement upon the subject Trustee property/beach, the event may proceed.

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.**



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- 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



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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: _____

