



2024 Special Events Permit Application

1. **2024 Special Events Permit Application** – Complete all information requested on the application form including the address, beach/location and description of the portion of property to be used for the event as well as the number of attendees.
2. **Applicant/Agent Declaration Form** - The Declaration Form must be **notarized by the applicant or agent** and the original must be submitted to the Trustees. The applicant or agent must indicate whether the declaration is for a one-time event or for multiple events. The application may be mailed, emailed or hand delivered to the Trustees office.
3. **Trustee Consent Form** – Please complete the top portion of the form (PRINT CLEARLY) using the name of the person hosting the event (not the agent or caterer). An applicant may NOT host any event unless and until the Trustee Consent Form has been executed by the Trustees and received by the Applicant or Agent.
4. **A Sketch of the event layout/set up:** Please indicate where tables, bonfires and any structures or cooking tables will be arranged.
5. **Certificate of General Liability Insurance** – In addition to the Certificate of Liability Insurance required by either the Town of East Hampton or the Village 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 additionally insured (named in the Certificate Holder box) for the event is required as follows:**
 - a) Minimum coverage for liability of \$1,000,000 **AND** minimum coverage for property damage of \$1,000,000, totaling \$2,000,000.
 - b) The Certificate must include, in the Description section, the Applicant or Agent Name, date, time and location of the event.
 - c) The Additionally Insured section must identify the Trustees using the following language:

The Trustees of the Freeholders and Commonalty of the Town of East Hampton
P.O. Box 7073
Amagansett, NY 11930

6. Completed Applications must be submitted *21 days prior to your desired event date*. You may return the completed application to: Trustees@ehamptonny.gov or mail to PO Box 7073 Amagansett, NY 11930.

Please call 631-267-8688 with any questions you may have.



2024 Trustee Policies for Special Events/Mass Gatherings

The Applicant and Agent, along with guests, invitees, caterer(s) and any other event employees, shall abide by the following Trustee policies:

- 1) A Trustee Special Events permit is required for events if ANY of the following apply:
 - a. Event with 50 or more guests
 - b. The event utilizes an outside vendor for catering and/or set up of event site. Including but not limited to picnics, tables, chairs, pillows etc..
 - c. Structures placed or erected on the beach. This included chairs, Chuppah/arches for wedding ceremonies.
- 2) Trustee consent does NOT imply to the Permittee the exclusive use of the beach. At no time shall the event prohibit public's access to or along any portion of the beach or prohibit any access to municipal authorities, emergency personnel or first responders.
- 3) The Permittee shall remove all personal property, garbage, refuse and debris immediately upon completion of the event. All garbage and debris shall be disposed of appropriately by the Permittee. *Permittee shall not dispose of these items at any Town or Village beach parking lot receptacles.
- 4) No balloons shall be utilized for the event as they pose a health hazard to marine species and are detrimental to the environment.
- 5) No Music, bonfires or lighting shall be permitted unless it meets the requirements set forth in the appropriate East Hampton Town or Village Code.
- 6) **No structures, i.e. fences, dance floors, tents, etc., shall be placed on the beach.** ONLY pop-up tents (i.e. 10 x 10) used to cover cooking /food stations may be used.
- 7) No event location shall disturb the Piping Plover habitat or nests. If it is unclear whether your chosen location may be detrimental to the Piping Plover population, the Permittee should consult with the Town of East Hampton ensure the event will not cause harm or disturb nest sites.
- 8) All aspects of the event must be carried out in accordance with the rules and regulations for the Town of East Hampton Special Event Permit and/or Filming/Still Photography Permit.
- 9) Any violation of East Hampton Town Code may, at the Trustee's discretion, be grounds for removal of the Applicant and/or Agent from consideration of future event permits.
- 10) If the Trustees receive any complaints regarding a Trustee Filming/Still Photography Permit; the agent or film company will be notified, and filming shall immediately cease until the matter is resolved.



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

2024 Special Events Public Assembly Permit Application
(Type or print clearly)

Applicant Information:

Applicant Name: _____ **Applicant Phone:** _____

Applicant Local Address: _____ **City/State/Zip:** _____

Email Address: _____ **Alternate Phone:** _____

Agent Information:

Agent/Catering Co. _____ **Agent/Catering Phone:** _____

Contact Name (if agent is a catering company): _____

Agent/Catering Co. Email: _____ **Agent Address:** _____

Type of Gathering: _____ (i.e. clambake, wedding, birthday party)

Brief Description of the Event (*REQUIRED*):

Applicant is requesting permission to utilize the public property, under the jurisdiction of the East Hampton Town Trustees, known as

_____ on _____
Location Name (i.e., beach name, access etc...) (Date)

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

(For internal use only)

Approved by EH Town or Village Special Events Committee: () YES () NO



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Amagansett, NY 11930

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TRUSTEES' CONSENT FORM

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 application details presented to the Trustees and the Town and in accordance with East Hampton Town or East Hampton Village Code.

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 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, subcontractors, guest or other person or 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 Trustees are named as The Trustees of the Freeholders and Commonalty of the Town of East Hampton, 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) Three 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: _____
Trustee

