



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](mailto:trustees@ehamptonny.gov)  
[www.ehtrustees.com](http://www.ehtrustees.com)

## Special Events Permit Application

1. **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. **Application Fees:** Application Fee to be paid directly to the Trustees, for any private or mass gathering event using a private caterer or private contractor as follows:

Ocean Beaches - Town Resident\* - \$100  
Bayfront Beaches - Town Resident\* - \$75

Ocean Beaches - Non-Resident - \$200  
Bayfront Beaches - Non-Resident - \$200

\*To obtain Resident rate, applicants must provide proof of East Hampton Town Residency. Accepted forms of proof include: Driver's License with East Hampton street address; Town of East Hampton Property Tax Bill from current tax year; 12-Month lease for residence in East Hampton; Voter Registration Card showing applicants are registered to vote in East Hampton; Deed to a residential property listing applicant as owner.

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, **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  
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6. **Completed Applications must be submitted 21 days prior to your desired event date. You may return the completed application to: [Trustees@ehamptonny.gov](mailto:Trustees@ehamptonny.gov) or mail to PO Box 7073 Amagansett, NY 119**



## **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 Event Permit is required for events if ANY of the following apply:
  - a. Event with 50 or more guests
  - b. The event utilizes a private caterer or private contractor 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) The Trustees will collect an Application Fee to be paid directly to the Trustees, for any private or mass gathering event using a private caterer or private contractor, held on these beaches, set as follows:

<b>East Hampton Town Residents</b>	<b>Non-Residents</b>
Ocean Beaches - \$100	Ocean Beaches - \$200
Bayfront Beaches - \$75	Bayfront Beaches - \$200

Exempt from these fees will be: Non-Profit Organizations and East Hampton Town/ East Hampton Village First Responder Organizations, Schools, and Places of Worship.

- 3) 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.
- 4) 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.
- 5) No balloons shall be utilized for the event as they pose a health hazard to marine species and are detrimental to the environment.
- 6) No Music, bonfires or lighting shall be permitted unless it meets the requirements set forth in the appropriate East Hampton Town or Village Code.
- 7) **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.**
- 8) 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



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consult with the Town of East Hampton ensure the event will not cause harm or disturb nest sites.

- 9)** 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.
- 10)** Any violation of East Hampton Town or East Hampton Village Code may, at the Trustee's discretion, be grounds for removal of the Applicant and/or Agent from consideration of future event permits.
- 11)** 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.



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

**Applicant Information:**

**Applicant Name:** \_\_\_\_\_ **Applicant Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant Local Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Agent Information:**

**Agent:** \_\_\_\_\_ **Catering Co.** \_\_\_\_\_ **Agent/Catering Phone:** \_\_\_\_\_

**Agent/Catering Co. Email:** \_\_\_\_\_ **Agent Address:** \_\_\_\_\_

**Brief Description of the Event – (i.e. Type of event, plans for music, catering, outside vendors...):**

\_\_\_\_\_

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

\_\_\_\_\_ on \_\_\_\_\_ between the hours of \_\_\_\_\_  
Location Name (i.e., beach name, access etc...) (Date)  
\_\_\_\_\_ for a gathering of (#) \_\_\_\_\_ people.

**APPLICANT/AGENT DECLARATION**

The undersigned (Applicant or Agent) 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.

The undersigned (Applicant or Agent) has read and agrees to abide by the Trustee Special Event/ Mass Gathering policies set forth and provided to the Applicant or Agent.

I affirm on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under penalties of perjury under the laws of the State of New York, which may include a fine or imprisonment, that I have (a) read and completed the foregoing Special Events Permit Application; and (b) that the facts and information which I have supplied and provided in completing the application are true and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**(Below for Internal Use Only)**

\_\_\_\_ Fee Paid    Payment Details \_\_\_\_\_    Approved by ToEH Events Committee \_\_\_\_\_



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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.

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

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

Date: \_\_\_\_\_