



Village of Sagaponack

P.O. Box 600 Sagaponack, N.Y. 11962
631-537-0017 Fax-537-0612
Email: sagaponack@optonline.net

Mayor
Donald Louchheim
Clerk-Treasurer
Rosemarie Cary Winchell
Village Attorney
Anthony Tohill

Trustees
Lee Foster
William Barbour
Lisa Duryea Thayer
Joy Sieger

Dear Applicant:

As you make the Village of Sagaponack aware of an event or party you are planning, we hope that you will be mindful that your application relates to the community at large. We feel it is important to emphasize the importance of respecting other homeowners and visitors to the Village. Our roads are narrow, our speed limits low. Please keep your neighbors in mind.

We have every good reason to appreciate the efforts necessary to support worthy charities and not-for-profit organizations. It is expected that you will coordinate your party with consideration, especially relating to parking, lighting and noise. The capacity of any location in Sagaponack is limited by these factors.

The information requested in the permit application process provides guidance to the Trustees in the consideration of your application. We trust that your plans will provide for a safe and well-organized event and will minimize inconvenience to others.

Sincerely

The Sagaponack Village Board of Trustees



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PO Box 600
3175 Montauk Highway
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APPLICATION FOR ASSEMBLY PERMIT

Approval: Board of Trustees
Date: _____

Permit No: _____
Permit Fee: _____
Date Issued: _____

INSTRUCTIONS

- All forms must be completed in ink or typed.
- This application will be deemed incomplete and will not be processed unless fully and clearly completed.
- If applicant is not the owner of the property where event is to be held, please include Sagaponack Village Owner’s Consent form.
- Acknowledgement that applicant has read Chapter 150 entitled Assemblies.
- If applicable, a drawing or site plan of layout of event.
- Check payable to the Village of Sagaponack for \$100. Fee is doubled if filed after the requirements in Sec. 150-4.

Event Name: _____ Date of Application: _____

Organization Name: _____

Nature of Event: _____

Date(s) of Event: _____

Time of Event: _____ to _____

Commercial yes no

Benefactor of Event: _____ Admission Charge for Event: \$ _____

Percentage of Proceeds to Benefactor: _____ Gross _____ Net

Contact Information:

Contact Person: _____ Email Address: _____

Mailing address: _____

Residence or Business address: _____

Phone Number: _____ Cell Number: _____

Fax Number: _____

Will the above person also be the contact person on site the date of the event? yes no

If not, please provide an onsite contact person and contact information:

Name: _____ Email Address: _____

Cell Phone Number: _____

Location of Property Where Event will be held: _____

Owner of Property: _____

Size of Property Event is to located on: _____

Existing use of premises: _____

Existing Structures on property: _____

Proposed Additional Structures for Event: _____

No. of People Expected to Attend Event: _____ No. of People in Event Production: _____

Total No. of People involved: _____

*NOTE: If the event involves 250 people or more, a security plan will need to be filed with the Village. The security plan will be reviewed by the Southampton Town Police Department and additional payment may be required if additional police personnel is determined to be necessary.

Brief description of activities of Event: _____

Number of vehicles expected: _____

Will there be a Valet Company? yes no

Name of Valet Company: _____

Onsite contact name: _____ Cell No.: _____ Email: _____

Detailed Parking Plan (Also provide a parking diagram): _____

Will the event have onsite security? yes no

Name of Security Company: _____

Onsite contact name: _____ Cell No.: _____ Email: _____

How will refuse be controlled and disposed of: _____

Will event require portable bathrooms? yes no

List locations, how many, what type, and company responsible for delivery and pick up of units: _____

Will the applicant need additional services from any of the departments below:

Southampton Town Police Department _____

Southampton Town Highway Department _____

Building Inspector _____

If additional service is required from any of the above departments, the applicant is responsible for any additional cost as a result of the event.

Check all items below that will be used or will be involved with the event:

sound – type _____

music – type _____

lighting – type _____

tent(s) – number/size _____

signs – number/type _____

generators – number/size _____

Additional comments of applicant: _____

Application is hereby made to the Board of Trustees for the issuance of an Assembly Permit in accordance with Village of Sagaponack Code Chapter 150. The applicant agrees to comply with all applicable laws and regulations and by signing this application acknowledges that he/she has read Chapter 150 of the Sagaponack Village Code.

Sworn to before me this _____ day of _____, 20_____

Signature of Applicant

Notary Public _____ County



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OWNER’S AUTHORIZATION

For Use of Property for

Event/Parking

STATE OF NEW YORK)
)ss:
COUNTY OF SUFFOLK)

_____, being duly sworn, depose and say, that I reside at
_____, that I am the owner (or an officer of the corporation,
which is the owner) of the premises to be used either for the event and/or for parking for the event, and hereby grant
permission to _____ whose mailing address is
_____ to use the property located at _____ for the event
described in this application.

Signature of Owner

Sworn to before me this _____ day of _____, 20__

Notary Public



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AFFIDAVIT OF MAILING
ASSEMBLY PERMIT

STATE OF NEW YORK)

)ss:

COUNTY OF SUFFOLK)

I, _____, being duly sworn, deposes and says:

1. I reside at _____

2. Pursuant to the provisions of Section 150-4 of the Village of Sagaponack Code, deponent notified neighbors within 300 feet of the perimeter of subject properties of proposed Assembly by certified mail, return receipt requested, addressed as set forth on the annexed original postmark receipts.

Signature of Deponent

Sworn to before me this
_____ day of _____, 20____.

Notary Public



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Chapter 150. ASSEMBLIES

[HISTORY: Adopted by the Board of Trustees of the Village of Sagaponack 10-15-2007 by L.L. No. 24-2007. Amendments noted where applicable.]

GENERAL REFERENCES

Alcoholic beverages — See Ch. **8**.
Public assemblies — See Ch. **14**.
Filming and photography — See Ch. **79**.
Lighting — See Ch. **119**.
Noise — See Ch. **142**.
Special events — See Ch. **184**.

§ 150-1. Purpose.

[Amended 4-15-2013 by L.L. No. 4-2013^u]

The purpose of this chapter is to protect, to the extent reasonable, practicable and appropriate, the expectations of homeowners in residential areas and/or districts to customary peace and quiet by limiting activities which are likely to disrupt the peaceful enjoyment of one's property or produce unexpected vehicular congestion.

[1]
Editor's Note: This local law also amended the title of this chapter, which was previously Outdoor Assemblies.

§ 150-2. Exemptions.

No provision of this chapter shall apply to a wedding of a property owner or a member of the property owner's family, a funeral, a bar or bat mitzvah of a member of the property owner's family or a similar traditional family assemblage limited to invited guests in reasonable number. In no event shall this chapter apply to any assemblage at a school licensed to operate by the State of New York. The Board of Trustees may by resolution enlarge, as need or circumstance requires, the aforesaid exemptions.

§ 150-3. Prohibited events.

Any rodeo, circus, carnival, tent show, music festival or similar outdoor (or within a tent or temporary structure) performance is prohibited.

§ 150-4. Notice; application for permit.

[Amended 6-9-2008 by L.L. No. 10-2008; 7-15-2008 by L.L. No. 11-2008; 4-15-2013 by L.L. No. 4-2013; 5-18-2015 by L.L. No. 3-2015]

A.
Any persons(s), corporation(s), association(s), groups or other entity seeking to hold a gathering or assemblage of 50 or more persons on private property shall submit to the Village Clerk, without fee, a letter of intent stating the name of the event, the date and times of the event, the location of the event, and the organization to benefit from the event at least 120 days prior to the

expected date of the event and simultaneously notify, in writing, by certified mail, return receipt requested, each improved adjacent property owner within 300 feet of the perimeter of the proposed site of said gathering or assemblage, with proof of notice by affidavit and return receipts to be submitted prior to issuance of any permit.

B.

At least 60 days prior to the expected date of the event, an application for an assembly permit shall be filed with the Village Clerk, with the application and notice forms to be supplied by the Village Clerk. In no event shall there be more than one such gathering or assemblage per calendar year except if the private property is nonresidential. In no event shall any gathering or assemblage occur at any private property, whether residential or nonresidential, except upon issuance of a permit under § **150-5**.

§ 150-5. Information required and conditions of permit.

Any said registration shall be referred to the Board of Trustees for consideration and approval or denial of a permit to conduct said gathering or assemblage. The Board of Trustees may require review of at least the following:

- A. Proposed method of providing off-street parking for guests, including use of parking attendants and method of identifying persons securing cars off site.
- B. Noise attenuation details controlling bands or similar or other noise sources.
- C. Anticipated number of persons in attendance.
- D. Hours.
- E. Security personnel on site, if any, including method of identifying such persons.
- F. Outdoor lighting, if any.
- G. Accumulation of garbage or litter and method and timing of disposal.
- H. Impact on available sanitary disposal systems.
- I. Names, addresses and telephone numbers of at least two persons who shall be responsible for the event and present at the premises.
- J. Written executed consents from neighbors within the proximity described in § **150-4** above, if available. (Unavailability is not an impediment to approval.)
- K. Such other information as is reasonably requested by the Board of Trustees.

§ 150-6. Application fee.

[Added 6-9-2008 by L.L. No. 10-2008^u]

The application for a permit shall be accompanied by an application fee in amount(s) established by resolution of the Board of Trustees from time to time and paid by the applicant to the Village Clerk. Application fees may be waived at the Board's discretion.

[1]

*Editor's Note: This local law also renumbered former § 150-6 as § **150-7**.*

§ 150-7. Penalties for offenses.

Any person who conducts a gathering or assemblage without a permit under this chapter shall be guilty of a violation and, upon conviction, shall be subject to a fine of \$250 for each violation.

By signing this document, I have acknowledged that I have read Chapter 150 – Assemblies:

Signature	Printed Name	Date