



**TOWN OF SOUTHOLD**  
**Town Code Chapter 205 “Public Entertainment and Special Events”**

**SPECIAL EVENT PERMIT INSTRUCTIONS AND APPLICATION FORM**

Applications for a Special Event Permit are subject to an inter-departmental coordinated review by the Southold Town Board, Town Attorney, Town Assessors, Land Preservation, Building, Planning, Zoning Board of Appeals and Police Departments, and the Suffolk County Planning Commission.

**Application fee:** \$150.00 per application. Up to six (6) multiple events of the same type, occurring over a period of three months, may be permitted on one (1) application for a fee of \$150.00. However, specific details of each event must be included with this application.

**All applications must be submitted at least 60 business days before the event. Applicants are encouraged to submit applications as early as possible.**

**Any completed application that is not submitted 60 or more business days prior to the scheduled event may be rejected or subject to a late processing fee of \$250.00 by the Office of the Town Clerk, unless a waiver is obtained.** Requesting an expedited review must be submitted in writing to the Town Clerk. The Town Clerk will forward all applications to the Special Events Committee for processing.

The Committee will obtain comments on all applications from relevant Town, County and/or State agencies and will forward completed applications to the Town Board with a recommendation as to whether to grant or deny the application.

The Town reserves the right to request additional information from an applicant to address issues related to the health, safety, and welfare of the community.

**When is a Permit Required?**

All Special Events, per Southold Town Code Article I, Section 205-2 (Definitions) must obtain a permit. Occasional events on private residential properties hosted by the owner thereof that are by invitation such as family gatherings, weddings, graduations, parties or not-for-profit fundraisers do not require permits. Any use of residential property for profit, such as a venue for weddings or other events is prohibited.

**This application is deemed complete once all the following requirements are submitted to the Town Clerk: Please indicate submission of the following by checking off the boxes and signing below.**

- A completed application form signed by the owner and the event manager. Applications without property owner’s signature/approval will be rejected.
- EEE:** Is the application being submitted at least 60 days before the event [ ] Yes [ ] No
- If Yes, Fee of \$ \_\_\_\_\_ has been submitted
- If No, Fee of \$ \_\_\_\_\_ has been submitted

- The applicant/owner of the property where the special event is proposed to take place must provide a certificate of insurance not less than 2 million dollars naming the Town of Southhold as an additional insured
- A Parking/Event Plan: consisting of a survey, site plan and/or aerial view of the subject property that includes the locations of on-site parking, sanitary facilities, and tents or other temporary structure(s). (See application form for details)
- Events for three hundred (300) or more people require submission and approval of a traffic control plan acceptable to the Town of Southhold AND a qualified traffic controller must be provided at the event. (See application form for details)
- Signature of Property Owner on the application authorizing Code Enforcement Personnel of the Town of Southhold to enter the subject premises during the hours of the event to ensure compliance with any and all special event permit conditions.

My signature below affirms that I have submitted all the information required above in connection with my application.

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Signature*

***Activities associated with outdoor public events are strictly prohibited from taking place on land preserved through the sale of development rights to the Town of Southhold, and can only take place on land preserved through the sale of development rights to the County of Suffolk with a permit issued by the Suffolk County Farmland Committee.***

***If food is to be served, it must be catered and prepared off-site by food vendors who hold a permit to operate issued by the Suffolk County Bureau of Public Health Food Protection Unit.***

**APPLICATION FOR A PERMIT TO HOLD A  
SPECIAL EVENT**

**Please provide ALL of the information requested below. Incomplete applications WILL NOT be reviewed.**

Special Event Permit # \_\_\_\_\_ Applicant(s) name: \_\_\_\_\_

Date of Submission \_\_\_\_\_ Name of Event \_\_\_\_\_

SCTM #'s 1000-Section \_\_\_\_\_ Block- \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dates of Each Event: \_\_\_\_\_

If Multiple Dates are requested, applicant must give all information for all dates.

Nature of Event: \_\_\_\_\_

**(Please attach a detailed description of EACH event to this application)**

Time Period (Hours) of Event: From \_\_\_\_\_ to \_\_\_\_\_

Town Services requested: ( ) Yes ( ) No If yes, Describe Police Dept. \_\_\_ Highway Dept. \_\_\_\_\_

Describe Services \_\_\_\_\_

Maximum Number of Persons Attending At One Time: \_\_\_\_\_ Number of cars expected \_\_\_\_\_

Is a Tent or other temporary structure being used? [ ] Yes [ ] No If yes provide size(s) \_\_\_\_\_

Will food be served? [ ] Yes [ ] No If yes provide number and name(s) of food vendor(s) \_\_\_\_\_

\_\_\_\_\_ Suffolk County permit# (s) \_\_\_\_\_

Will other vendors be on the premises during the event? [ ] Yes [ ] No If yes how many? \_\_\_\_\_ Describe

Type of vendor(s) \_\_\_\_\_

Property Owner (name/address): \_\_\_\_\_

**Contact Person and Contact Tel.#** \_\_\_\_\_

**e-mail address** \_\_\_\_\_

Event Location: Street-Hamlet Address: \_\_\_\_\_

\_\_\_\_\_ **SCTM#** \_\_\_\_\_

\_\_\_\_\_

Mailing Address to Send Event Permit to: \_\_\_\_\_

\_\_\_\_\_

Have any of the development rights been sold to the Town of Southold [ ] Yes [ ] No and/or Suffolk County Agricultural Program? [ ] Yes [ ] No If yes to either or both, also indicate on the attached plan the boundaries of the reserved area upon which the event will take place.

**YOU MUST ATTACH A PARKING/EVENT PLAN TO THIS APPLICATION IF THE EXPECTED ATTENDANCE IS 300 OR MORE PEOPLE, YOU MUST ALSO ATTACH A TRAFFIC CONTROL PLAN (see next page)**

**A Parking/Event Plan may be a survey, site plan and/or aerial view (for example Google Earth) of the subject property. INDICATE ON THE PLAN ALL of the following information:**

A parking/event plan showing:

- (1) The size of the property and its location in relation to abutting streets or highways.
- (2) The size and location of any existing building(s) or structure(s) that will be in operation during the course of the event and any proposed building, structure, or signs to be erected temporarily for the event.
- (3) The location of the stage or tents, if any.
- (4) The designated areas of use for spectators, exhibitors, vendors, employees and organizers.
- (5) Location of all entries and exits.
- (6) The location of all fire extinguishers and other fire safety equipment.
- (7) The location of all temporary utilities to be installed for the event, if any.
- (8) The layout of any parking area for automobiles and other vehicles and the means of ingress and egress for such parking areas. The parking spaces must allow for 300 sq. ft. per car.
- (9) A traffic control plan for vehicles entering and leaving the site for the proposed event.
- (10) Plan for the use of live outdoor music, loudspeakers and other sounds which will be used, if any, and the type and location of speakers and other audio equipment.
- (11) A description of emergency access and facilities related to the event.
- (12) Provisions to dispose of any garbage, trash, rubbish or other refuse.
- (13) Location and description of any additional lighting to be utilized in conjunction with the event.

(14) Location of sanitary facilities on site.

**Traffic Control Plan**

Events for three hundred (300) or more people also require submission and approval of a traffic control plan, acceptable to the Town of Southold, AND a qualified traffic controller must be provided. Please attached a written description and/or notate on the parking event plan the following: 1) Who will be conducting traffic, 2) Where they will be stationed on site, 3) How they will direct the entrance, circulation, parking, and exiting of cars on site, and 4) Contact information for use by Southold Town Police.

**OWNER'S SIGNATURE:**

*I am the Owner of the Property where this event is to be held and I agree to comply with the laws, rules, regulations, conditions, and requirements of the Code of the Town of Southold, including but not limited to the conditions listed below, as well as all other applicable agency rules and regulations pertaining to the activities under this event. Furthermore, I hereby swear or affirm that the information contained herein and attachments hereto are true and correct to the best of my knowledge, and agree to provide notice to the Town immediately should there be any material changes regarding to this application. .*

*Furthermore, I hereby authorize Code Enforcement Personnel of the Town of Southold to enter the property during the hours of the permitted special event to make any and all inspections necessary in connection with this Special Event.*

\_\_\_\_\_  
Print name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print name of Authorized Person/Representative

\_\_\_\_\_  
Signature of Authorized Person/Representative

**PERMISSION IS HEREBY GRANTED, SUBJECT TO THE FOLLOWING CONDITIONS:**

1. By acceptance of this permit, applicant agrees to adequately supervise and direct all parking to be on the premises or at another site, and to provide parking assistants and any additional traffic controls necessary for this event. Parking is strictly prohibited on ANY Town, County or State Roads or Rights of Way.
2. Traffic control at events for three hundred (300) or more people shall be provided by a qualified traffic controller in accordance with the attached, approved traffic control plan.
3. One "on-premises" sign not larger than six (6) square feet in size may be displayed not longer than thirty (30) days before this event, and removed immediately after the event. Directional parking signs shall be adequately displayed.
4. Applicant indemnifies and holds harmless the Town of Southold from all claims, damages, expenses, suits and losses including but not limited to attorney's fees arising from activities under this permit.
5. Tent proposals must receive permit approval from the Southold Town Building Inspector before placement on the property and must meet all fire and safety codes.
6. This permit is valid only for the time, date, place and use specified above, and for the designated event. Each additional day will require a separate permit application, fee, and related documents for review, etc. at least 60 business days prior to the scheduled event.
7. Adequate temporary sanitary facilities must be provided by applicant for this event and applicant agrees to remove the temporary facilities from the premises within 48 hours after the day of the event.

8. On-site food preparation is NOT permitted, although food may be catered subject to all Suffolk County Department of Health regulations.

9. NO activities associated with this event, including but not limited to parking, ingress/egress/access, tent(s) or temporary structure(s), or temporary sanitary facilities, shall be conducted on Town of Southold Purchase of Development Rights land.

10. NO activities associated with this event, including but not limited to parking, ingress/egress/access, tent(s) or temporary structure(s), or temporary sanitary facilities, shall be conducted on Suffolk County Purchase of Development Rights land without a permit issued by the Suffolk County Farmland Committee.

11. Issuance of this permit does not authorize in any manner the occupancy of any building exceeding the legal limitations under the fire code or other codes which would prohibit such increased occupancy.

12. Access shall be provided for emergency vehicles, to all public assembly areas, all buildings, all work areas and any additional area where emergencies may occur. Two emergency-fire exits and exit paths from the building(s) on the property, to a public way or remote safe area, shall remain open and unobstructed at all times.

13. Owner assures full compliance with all fire, safety, building, and other Town laws.

14. Music, when outdoors, is required to stop at the time specified in the permit. Placement of the speakers must be in a location that affords the greatest protection from noise intrusion upon adjacent properties.

15. *Owner will allow access to Code Enforcement Personnel of the Town of Southold during the hours of the special event to make any and all inspections necessary in connection with this Special Event.*

16. ADDITIONAL CONDITIONS:

**ANY VIOLATIONS IN CONNECTION WITH THE CONDITIONS LISTED HEREIN WILL TERMINATE THIS PERMIT.**

**APPROVED Town of Southold**

**Resolution Number:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_