

TRUSTEES OFFICE

LOCATION:
240 West Montauk Highway
Hampton Bays, NY 11946

MAILING ADDRESS:
240 W. Montauk Highway
Hampton Bays, NY 11946



CP-14551 01-26

WWW.SOUTHAMPTONTOWNNY.GOV/TRUSTEES

PHONE: 631 287-5717

FAX: 631 287-5723

BOARD OF TRUSTEES
OF THE FREEHOLDERS AND COMMONALTY OF THE
TOWN OF SOUTHAMPTON

TRUSTEE EVENT APPLICATION COVER SHEET

***ALL FEES ARE NON-REFUNDABLE**

If paying by check, please make check payable to: *Southampton Town Trustees*

FEE CHART:	FEE:	# OF DAYS:	TOTAL FEE:
Application Fee:	\$400	_____	\$400
Application LATE Fee: (Incurred if COMPLETE application is submitted sooner than 7 days before the event – we do not accept incomplete applications)	\$400	ONE TIME FEE (if applicable)	
Piping Plover Inspection Fee:	\$350	ONE TIME FEE	\$350

TOTAL FEES TO BE PAID AT TIME OF APPLICATION: \$ _____

FEES PAID AFTER PERMIT IS APPROVED BY THE TRUSTEES

FEE CHART:	FEE:	# OF DAYS:	TOTAL FEE:
Fee for Each Additional Day: (includes set-up and breakdown days)	\$300		
Piping Plover Monitor: (Per day, if deemed necessary)	\$750		
PERMIT MODIFICATION FEE	\$50	_____	

TOTAL FEES TO BE PAID AFTER PERMIT IS APPROVED: \$ _____

DOCUMENTS TO BE SUBMITTED WITH APPLICATION:

The Southampton Town Trustees office will NOT accept any incomplete applications.

Please check the following to ensure your application is complete and acknowledge with signature below:

- _____ **Application**
- _____ **Non-Refundable Application Fees**
- _____ **Certificate of Liability Insurance**
- _____ **Indemnification and Hold Harmless**
- _____ **Site Plan**
- _____ **Number and description of accessory equipment** (if applicable)
- _____ **Music and P.A. system description** (if applicable)
- _____ **Vehicle Registrations** (if applicable)
- _____ **Proof of permitted 4X4 access** (if applicable)
- _____ **Copy of Bonfire Permit** (if applicable)
- _____ **Copy of Alcohol Beverage Permit** (if applicable)
- _____ **Copy of Facility Use Permit** (if applicable)

Applicant Signature: _____

Date: _____

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DESCRIPTION OF ADDITIONAL DOCUMENTS REQUIRED

The Southampton Town Trustees office will NOT accept any incomplete applications.

1. **Application**
2. **Non-Refundable Application Fees**
3. **Certificate of Liability Insurance**
 - a. Licensee shall cause Licensor to be named an additional insured for \$1,000,000/\$2,000,000 and as a certificate holder entitled to notice under such insurance policies. Licensor should be stated as follows:
*Board of Trustees of the Freeholders and Commonalty of the Town of Southampton
240 W Montauk Hwy
Hampton Bays, NY 11946*
4. **Indemnification and Hold Harmless**
 - a. Must be notarized
 - b. Please put your Business address
5. **Site Plan**
 - a. Must include structures of equipment on beach, tables, chairs, tents, etc.
6. **Number and description of accessory equipment** (if applicable)
7. **Music and P.A. system description** (if applicable)
 - a. Contact Southampton Town Code Enforcement to ensure compliance with Town Code at (631) 702-1700.
8. **Vehicle Registrations** (if applicable)
 - a. If parking permits are needed to park on a Trustee owned road
9. **Proof of permitted 4X4 access** (if applicable)
 - a. A photograph of each 4X4 sticker for any vehicles that may need to drive on the beach including catering, garbage pickup, tent companies, etc.
 - b. 4X4 permits may be obtained from the Trustees' Office prior to the beach event for Town of Southampton **residents only.**
 - c. All beach driving laws, as outlined in the Trustees Blue Book of Rules and Regulations, must be adhered to at all times.
10. **Copy of Bonfire Permit** (if applicable)
 - a. Provide a copy of submitted, date stamped Bonfire Application
 - b. Provide a copy of the Bonfire Permit once received
11. **Copy of Alcohol Beverage Permit** (if applicable)
 - a. Provide a copy of submitted, date stamped Alcohol Beverage Application
 - b. Provide a copy of the Alcohol Beverage Permit once received
12. **Copy of Facility Use Permit** (if applicable)
 - a. If using a Parks and Recreation parking lot for additional parking

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TRUSTEE EVENTS INFORMATION

Please reference the Southampton Town Code, Chapter A340: Rules and Regulations for Management and Products of Town Waters, Article XVII: Ocean Beach Events and Permits, Sections §70, §71, §72, §73, §7

Town Code Link: <https://ecode360.com/32382051>

1. Trustee Event Applications for events held on **ANY** Southampton Town ocean or bay beaches located within the Trustees easement area, including but not limited to, an event adjacent to a private residence, an event in any village within the Town of Southampton, and/or an event at a public beach.
2. Applications are submitted and reviewed by the Trustees of the Freeholders of the Town of Southampton.
3. The **Coastal Stewards** must perform a **plover inspection** of the site prior to the event. If birds are found in the area, the event must have a **plover monitor** to ensure that the birds are not disturbed during the event. The Trustees also reserve the right to deny a Trustee Event if the area is closed.
4. If you require additional parking:
 - a. Follow the parking signs on the road and contact the local municipality
 - b. Use a Trustee Road (list of Trustee Roads is on our website)
 - c. Obtain a Facility Use Permit from the Parks and Recreation Department to utilize one of their facilities
5. **Alcohol Beverage Permit Application** may be obtained from Southampton Town Parks and Recreation Department. (See link below)
6. **Bonfire Permit Application** may be obtained from the Southampton Town Fire Marshal's Office. (See link below)
7. **Absolutely no** walking over dunes through beach grass. Personnel and/or guests must use a specific route through dunes from house to beach and event.
8. A 20' wide **pass and repass lane** parallel to the beach must be maintained unencumbered between the high tide line and the event structures.

YOU ARE ADVISED THAT PERMITS MAY ALSO BE NECESSARY FROM THE FOLLOWING DEPARTMENTS:

Town of Southampton Parks and Recreation
<http://www.southamptontownny.gov/353/Parks-Recreation>
6 Newtown Road, Hampton Bays, NY 11946
Phone: 631-728-8585
Fax: 631-728-8525

Town of Southampton Division of Fire Prevention
<http://www.southamptontownny.gov/240/Fire-Prevention>
18 Jackson Avenue, Hampton Bays, NY 11946
Phone: 631-702-2919
Fax: 631-728-3688

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Event Location: _____

Beach and/or Waterbody: _____

Type of Event: _____

Date(s) of Event: From _____ To _____ **Time of Event:** From _____ To _____

Set Up Date(s): From _____ To _____ **Breakdown Date(s):** From _____ To _____

Number of persons attending event:

Number of Tents: _____ **Size of Tents:** _____

Vehicle Beach Access Location: _____

Days and times of vehicle beach use: _____

Daily number of vehicles to access & egress beach: _____

Trustee Road Parking? No ___ Yes ___ **Number of Vehicles** _____ **4x4 Permit #** _____

CATERING INFORMATION:

Catering Company: _____

Contact Person: _____ **E-mail:** _____

Phone #: _____ **Alt. Phone #:** _____ **Fax #:** _____

Catering Physical Address: _____

Catering Mailing Address: _____

Name of Trustee Road: _____

Number and description of accessory equipment: _____

Music and P.A. system? Yes ___ No ___ **Description:** _____

Contained fire: Yes ___ No ___ (If yes, a permit from the Fire Marshal is required. Include a copy with this application.)

Beer & Wine: Yes ___ No ___ (If yes, an Alcoholic Beverage Permit is required. Include a copy with this application.)

OFFICE USE ONLY

___ **Approved** ___ **Denied** **Trustee Signature:** _____ **Date:** _____

If Approved, Permit #: _____ **If Denied, reason for denial:** _____

TRUSTEE EVENT
INDEMNIFICATION AND HOLD HARMLESS

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I, _____, residing at
: _____ hereby shall release, indemnify, defend
and hold harmless the Board of Trustees of the Freeholders and Commonalty of the Town of
Southampton, its officers, employees, contractors, agents and representatives from and against
any and all demands, liabilities, losses, damages, expenses (including reasonable attorney's fees)
and judgments for any personal injuries, death, or property damage directly relating to or arising
from the installation and/or use of the beach event under this application.

Signature

STATE OF NEW YORK)

) ss.:

COUNTY OF SUFFOLK)

On the _____ day of _____ 20____, before me the undersigned,
personally appeared _____ personally known to me or
proved to me on the basis of satisfactory evidence to the within instrument and acknowledged to
me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their
signature(s) on the instrument the individual(s) or the person upon their behalf of which the
individual(s) acted executed the instrument.

NOTARY PUBLIC