



## Village of Sagaponack

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

Mayor  
William F. Tillotson  
Clerk-Treasurer  
Rosemarie Cary Winchell  
Village Attorney  
Brian T. Egan, Egan & Golden, LLP

Trustees  
Lisa Duryea Thayer  
William Barbour  
Marilyn Clark  
Carrie Thayer Crowley

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  
Sagaponack, NY 11962  
www.sagaponackvillage.org  
631-537-0017 631-537-0612 (FAX)

**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 \$200.00. Fee is doubled if filed after the requirements in Sec. 150-4.

Event Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

Location of Property Where Event will be held: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

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: \_\_\_\_\_

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 and Also Provide a Parking Diagram: \_\_\_\_\_  
\_\_\_\_\_

Will the event have onsite security?  yes  no

Name of Security Company: \_\_\_\_\_

Onsite contact name: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Catering Company: \_\_\_\_\_

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<sup>u</sup>]

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<sup>uu</sup>]

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