



## VILLAGE OF SAGAPONACK

PO Box 600  
3175 Montauk Highway  
Sagaponack, NY 11962  
www.sagaponackvillage.org  
631-537-0017 631-537-0612 (FAX)

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### **APPLICATION FOR USE OF GIBSON BEACH FOR A CATERED/CONCIERGE EVENT**

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

Permit No: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

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

#### **Instructions**

- \* All forms must be completed in ink or typed.
- \* If there are more than 50 people attending, please fill out a Special Event Permit Application
- \* This application will be deemed incomplete and will not be processed unless fully and clearly completed.
- \* Liability Insurance from Catering/Concierge Company
- \* If applicable, proof of permitted 4x4 access
- \* If applicable, a drawing or site plan of layout
- \* Bonfire/Small Self-Contained Fire Permit will be issued separately
- \* Application fee of \$200.00 made out to the Village of Sagaponack payable by cash or check

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Raindate: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

7/28/2025

Catering/Concierge  
Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of Catering Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4x4 Permit Issued to: \_\_\_\_\_ Permit #: \_\_\_\_\_

Please answer the following questions:

- |  |         |
|--|---------|
| 1. Is this event open or advertised to the public?   | Y__ N__ |
| 2. Is this a fundraising/revenue producing event?  | Y__ N__ |
| 3. Will there be soliciting or selling of any kind?  | Y__ N__ |
| 4. Will this event be having some type of music?   | Y__ N__ |
| 5. Will there be a tent? (Separate application required)   | Y__ N__ |
| 6. Will there be a Small Self-Contained Fire? (Sagaponack Village separate application required) | Y__ N__ |
| 7. Will there be a bonfire? (Town of Southampton separate application required)                  | Y__ N__ |
| 8. Will there be tables and chairs?  | Y__ N__ |
| 9. Do the caterers plan on cooking on the beach?   | Y__ N__ |
| 10. Do you plan on serving alcohol? If so, please provide separate insurance?                    | Y__ N__ |

Where will the attendees park? \_\_\_\_\_

Will parking waivers be necessary? Y\_\_ N\_\_ If so, how many: \_\_\_\_\_

- Parking from 9:00am to 9:00pm at Gibson Beach requires a Southampton Town Beach Parking Permit.
- No vehicles should block entrance to Gibson Beach
- All vehicles shall park legally

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I hereby agree to abide by the conditions provided by the Village of Sagaponack. I understand that any violation of the aforesaid conditions may result in the revocation of my access privileges and/or disciplinary action may be taken.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

7/28/2025