



VILLAGE OF SAGAPONACK

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

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, this application will be reviewed by the Board of Trustees at their monthly meeting.
- * 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
- * Small Self-Contained Fire Permit will be issued separately
- * All users are required to clean up after themselves and take refuse with them when they leave
- * 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: _____

Catering/Concierge Company: _____

Catering/Concierge Contact Person: _____

Catering/Concierge Company Address: _____

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 tables and chairs? | Y__ N__ |
| 8. Do the caterers plan on cooking on the beach? | Y__ N__ |
| 9. 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, between May 15th – September 15th requires a Southampton Town Beach Parking Permit.
- No vehicles should block entrance to Gibson Beach.
- All vehicles shall park legally.

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
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_____ Village Clerk	_____ Date
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Date of Board of Trustees Approval