

TRUSTEES OFFICE**LOCATION:**

240 West Montauk Highway
Hampton Bays, NY 11946

MAILING ADDRESS:

240 W. Montauk Highway
Hampton Bays, NY 11946



CP-4551 7/24

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
- _____ Agent Letter (if applicable)
- _____ Indemnification and Hold Harmless
- _____ Site Plan
- _____ Property Tax Bill or Deed
- _____ Copy of Lease & Letter of Permission from homeowner (if applicable)
- _____ 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)
- _____ Performance Bond (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
116 Hampton Road
Southampton, NY 11968*
4. **Agent Letter** (if applicable)
5. **Indemnification and Hold Harmless**
 - a. Must be notarized
 - b. Please put your primary residence address
6. **Site Plan**
 - a. Must include structures of equipment on beach, tables, chairs, tents, etc.
7. **Property Tax Bill or Deed**
 - a. If you are having the event in front of your property
8. **Copy of Lease & Letter of Permission from homeowner** (if applicable)
 - a. If property is leased by the applicant
9. **Number and description of accessory equipment** (if applicable)
10. **Music and P.A. system description** (if applicable)
 - a. Contact Southampton Town Code Enforcement to ensure compliance with Town Code at (631) 702-1700.
11. **Vehicle Registrations** (if applicable)
 - a. If parking permits are needed to park on a Trustee owned road
12. **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.
13. **Performance Bond** (if applicable)
 - a. Depending upon the scale and type of event, this may be required for cleanup.
14. **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
15. **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
16. **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

AGENT INFORMATION: ☐ Check if same as owner

Agency: _____

Agent's Name _____ E-mail: _____

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

Agent's Physical Address: _____

Agent's Mailing Address: _____

HOMEOWNER INFORMATION:

Property Owner(s) Name: _____

Tax Map #: _____

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

Homeowner's Town of Southampton Address: _____

Homeowner's Mailing Address: _____

EVENT INFORMATION:

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: ☐ 1-50 ☐ 50-100 ☐ 100-150 ☐ 150-200 ☐ 200-300 ☐ 300+

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 #** _____

TRUSTEE EVENT APPLICATION

Name of Trustee Road: _____

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Number and description of accessory equipment: _____

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

Bonfire: 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.)

SECURITY INFORMATION:

Security Company: _____

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

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

Security Company Physical Address: _____

Security Company Mailing Address: _____

CATERING INFORMATION:

Catering Company: _____

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

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

Catering Physical Address: _____

Catering Mailing Address: _____

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY

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

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

AGENT LETTER

I, _____ being duly sworn, depose and say that I am

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the owner of the premises located at: _____

and I am designating: _____

to represent and act on my behalf as my agent, and to file the necessary documents to obtain
a permit(s).

Owner Signature

Sworn to before me this _____ day of

_____, 20____

NOTARY PUBLIC

TRUSTEE EVENT
INDEMNIFICATION AND HOLD HARMLESS

I, _____, residing at:

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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