



TOWN OF EAST HAMPTON

Town Clerk's Office

159 Pantigo Road, East Hampton, NY 11937

Phone: 631-324-2620

SPECIAL EVENT PERMIT APPLICATION: CATERING

Pursuant to East Hampton Town Code Chapter 151

COMMERCIAL CATERERS ON TOWN BEACHES

Please note: Applications for special events of 1 to 50 persons shall be submitted at least 21 days prior to the event. Late applications, if accepted, will be subject to late fees. If applications are submitted the week of your event, an additional late fee is required. Please note that paying a late fee for expeditious processing of your application doesn't guarantee permit approval. See fee schedule for guidance.

I. APPLICANT INFORMATION

1. Personal Information:

Name: (Last) _____ (First) _____ (MI) _____

Applicant Mailing Address: _____

Applicant Phone No.: (_____) _____ E-Mail: _____

☐ Resident ☐ Non-Resident If Resident, Local Address: _____

Applicant is a professional fundraiser (As defined in New York State Executive Law §171-a): ☐ Yes (please provide documentation) ☐ No

Proof Identity: Applicant must provide proof of identity at the time of application with either a valid NYS Driver License or other official Photo ID. A photocopy of such proof will become part of the application and the application will not be deemed complete without it.

2. Business Entity: An individual applicant must always be named and identified above; however, if the application is being made on behalf of a business entity, the following questions must also be completed. If the application is not being made on behalf of a business entity, please mark N/A and skip to the next question.

Applicant Relationship to Business Entity: _____

Current Business Entity Name: _____

Business Entity Mailing Address: _____

Business Entity Physical Address: _____

3. Catering Company:

Catering Company Name: _____

Catering Company Mailing Address: _____

Catering Company Physical Address: _____

Catering Company Phone No.: (_____) _____

4. Responsible Party/On-Site Contact: Applicants must provide the name and phone number of a responsible party who will be available to Town officials at the time of the event.

Name: _____ Phone No. (_____) _____

5. Designated Agent: Applicant is required to provide information for a Designated Agent – a person, residing within the County of Suffolk, who is designated by an applicant for an assembly to accept service of process from the Town of East Hampton for any violation of this Chapter or any other chapter set forth in the East Hampton Town Code which relates to or arises out of the assembly.

Designated Agent Name & Mailing Address: _____

Designated Agent Phone No.: (_____) _____

II. EVENT DETAILS

1. Event Date: _____ / _____ / _____
Day of Week Month Date Year

2. Start Time (after 6pm on Town Beach): _____ **End Time:** _____

In the event of inclement weather, you must contact the special events department no later than 3 days before the event to request a rain date.

3. Location of Gathering: _____

4. Description of Gathering: *Any special event permit application submitted without a detailed written narrative attached will be deemed incomplete.*

5. Location of Parking (attach parking plan): _____

6. Alcohol to be served at the event: ☐ Yes ☐ No Will the caterer be supplying/serving alcohol? ☐ Yes ☐ No
A special event license from the State Liquor Authority is required if alcohol is being served or sold on public property.

7. Conditions of Permit: An applicant is required to comply with all of the following conditions to be eligible to file this short form. Any exceptions or variations will require the submission of the Special Event Permit Application for Public Property.

- The number of people at the event is limited to 50 people. The number of people expected is _____.
- Parking is by permit only. Catering truck and trailers will arrive in the parking lot no earlier than 6pm.
- The event will not block public access to the property/ beach.
- Lighting will be limited to tiki torches, LED's on tables, and spot lighting for food areas; lighting **may not** be used to stake out the perimeter of the event space.
- Music will be limited to recorded music played over small Bluetooth speakers or non-amplified acoustic musicians. **No** microphones or DJ's permitted.
- The event space shall be limited to no more than 1,000 square feet.
- A sketch/diagram of the proposed event space on the public property must be attached to the application.

Initial here if each of the conditions delineated above will be met _____

III. ADDITIONAL REQUIREMENTS

1. General Liability Insurance: Every application for a commercial, public property, and parade/walk-run special event permit pursuant to this chapter shall include a certificate of insurance that evidences a public liability insurance as listed below covering the Town as additional insured for the duration of the event. The applicant shall also submit an indemnification agreement that states that the applicant agrees to assume all liability for and will indemnify and hold the Town harmless of and free from any and all damages that occur to persons or property by reason of said special event. (See examples of the Certificate of Insurance listed on the Town's website).

Special Event Policy

- The minimum limit of \$2,000,000 per occurrence should be in place for the duration of the event, including set up and breakdown days.
- The Town of East Hampton should be listed as additional insured.

OR

General Liability with Umbrella or Excess Liability

General Liability

- The minimum limit of \$1,000,000 per occurrence should be in place for the duration of the event, including set up and breakdown days.
- The Town of East Hampton should be listed as additional insured.

and

Umbrella or Excess Liability

Umbrella or Excess Liability (following form of the General Liability) with a minimum of \$1,000,000 per occurrence.

2. Nondelegable Responsibility of Applicant:

- Required to have the permit available for inspection by the Town Police Department, or its designees, at the site of the special event for the duration of the permit period.
- Responsible for any damage to Town property or facilities that may result from the permit holder's activities. No alterations are to be made at special event sites, including, without limitation, cutting trees, digging holes, and trimming bushes.
- Must ensure that the event is held in conformance with the permit and shall be responsible for the conduct of the participants of the event. The applicant shall prevent patrons, licensees and/or invitees of the event, or those engaged in conducting the same, from trespassing upon any adjoining property or premises.

APPLICANT ACKNOWLEDGEMENT

I _____ HAVE ANSWERED THE FOREGOING QUESTIONS TO THE BEST OF MY KNOWLEDGE AND BELIEVE AND SWEAR THAT THE ANSWERS CONTAINED IN THIS APPLICATION ARE TRUE AND ACCURATE.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ENSURE THAT PATRONS, LICENSEES, AND/OR INVITEES OF THE EVENT, OR THOSE ENGAGED IN CONDUCTING THE SAME, DO NOT TRESPASS UPON ANY ADJOINING PROPERTY OR PREMISES.

I ACKNOWLEDGE THAT CHAPTER 151 OF THE EAST HAMPTON TOWN CODE, ENTITLED "SPECIAL EVENTS.", IS THE CONTROLLING LEGISLATION FOR THE REGULATION OF ASSEMBLIES IN THE TOWN OF EAST HAMPTON, AND THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION REQUIRES COMPLIANCE WITH ALL PROVISIONS AND REGULATIONS WITHIN.

I FURTHER ACKNOWLEDGE THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION IS NOT A WAIVER FOR ANY ACTIVITY PROHIBITED BY LAW, AND AS A CONDITION OF ANY PERMIT ISSUED, COMPLIANCE WITH ALL PROVISIONS OF THE EAST HAMPTON TOWN CODE, AS WELL AS APPLICABLE STATE AND FEDERAL LAW, IS REQUIRED.

I HEREBY CONSENT TO THE INSPECTION OF THE PREMISES BY A POLICE OFFICER OR OTHER ENFORCEMENT OFFICER, UPON REQUEST, FOR THE PURPOSE OF ENSURING THAT THE TERMS AND CONDITIONS OF THE PERMIT ARE MET.

I ALSO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF EAST HAMPTON, ITS OFFICIALS, EMPLOYEES, AGENTS, AND OTHER PERSONS FROM AND AGAINST ALL CLAIMS, COSTS, JUDGMENTS, LIENS, ENCUMBRANCES, AND EXPENSES, INCLUDING REASONABLE ATTORNEY FEES ARISING OUT OF THE ACTS OR OMISSIONS OR NEGLIGENCE OF THE APPLICANT, ITS AGENTS, EMPLOYEES, OR SUB-CONTRACTORS, IN CONNECTION WITH THIS APPLICATION AND ANY PERMIT OR GATHERING RELATED TO THIS APPLICATION.

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

SIGNATURE OF APPLICANT

DATE SIGNED

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC

CHECKLIST

**Please make sure *all* the following items have been completed/ attached to your application.
Note, this page is for your reference only. It is not part of your application.**

Required Proof:

- ☐ Applicant Photo ID
- ☐ Copy of tax bill or document showing proof of residency, if not an E.H. Town resident. Utility bill not accepted.

Required Sketches: Hand drawn or Google Maps aerial images.

- ☐ A detailed sketch/ image of event layout (Beach events can only utilize 1,000 square feet or less)
- ☐ A detailed narrative describing the event

Required Authorizations:

- ☐ Certificate of Liability Insurance
- ☐ Page 3- Applicant Acknowledgement – Signed and notarized
- ☐ Copy of New York State Liquor License (if alcohol is being supplied and served by caterer)
- ☐ Trustee Application submitted to the Trustees office for catered beach event

Required Financials: (please see the fee list on champtonnny.gov/641/special-event-applications)

- ☐ Applicable Non-Resident fee \$ _____ (Cash or Check No. _____)
- ☐ Applicable Catered Event fee \$ _____ (Cash or Check No. _____)
- ☐ Applicable late fee \$ _____ (Cash or Check No. _____)



RESOLUTION 2025-383

Special Event Permit Fees as of March 7, 2025

WHEREAS, the provisions of Chapter 151 "Special Event Permits," set forth certain fees that shall be required to apply for and process a permit for a Special Event which fees are to be established and amended from time to time by Resolution of the Town Board; and

WHEREAS, any fee collected under this chapter shall be paid either in cash or by check made payable to the Town of East Hampton and shall be delivered to the Town Clerk with each fee or deposit paid by separate check, all application fees are non-refundable;

NOW, THEREFORE, BE IT:

RESOLVED, that the following fee schedule is hereby adopted and will become effective on March 7, 2025 and shall remain effective until modified by further Resolution of this Board:

Special Event Fees

Residential Special Event

Town Resident

Application Fee	No Fee
Permit Fee	
50-149 attendees	No Fee
Non-Refundable Application Fee	\$50
Permit Fee	
150-249 attendees	\$250
Non-Refundable Application Fee	\$100
Permit Fee	
250 or more attendees	\$500

Non-Resident

Non-Refundable Application Fee	\$150
Permit Fee	
50-149 attendees	\$250
150-249 attendees	\$500
250 or more attendees	\$750

Commercial Special Event on Commercial Property

Non-Refundable Application Fee	\$200
Permit Fee (per day)	\$250

Public Property Special Event

Social Event on Public Property

Town Resident

Non-Refundable Application Fee	\$100
Permit Fee (per day)	
1-49 attendees	No Fee
50-99 attendees	\$50
100-249 attendees	\$100

250-999 attendees	\$375
1000 or more attendees	\$750

\$100 added fee for each commercial vendor (i.e. caterers, entertainment)

Non-Resident

Non-Refundable Application Fee	\$150
Permit Fee (per day)	
1-49 attendees	\$150
50-99 attendees	\$300
100-249 attendees	\$500
250-999 attendees	\$850
1000 or more attendees	\$1,250

\$100 added fee for each commercial vendor (i.e. caterers, entertainment)

Refundable Clean-Up Deposit

250-999 attendees	\$750
1000 or more attendees	\$1,000

Traffic Control Fee

Calculated by the Town

Commercial Caterers on Town Beaches

(For beach catered events, maximum of 50 attendees, not including staff)

Non-Refundable Application Fee	\$100
Permit Fee	
1-50 attendees	\$200
Non-Resident Fee	\$100

Commercial Special Event on Public Property

Non-Refundable Application Fee	\$150
Permit Fee (per day)	
1-49 attendees	\$100
50-99 attendees	\$300
100-249 attendees	\$600
250-999 attendees	\$1,000
1000 or more attendees	\$2,500
2500 or more attendees	\$5,000

\$100 added fee for each commercial vendor (i.e. caterers, entertainment)

Refundable Clean-Up Deposit

1-49 attendees	\$100
50-99 attendees	\$250
100-249 attendees	\$500
250-999 attendees	\$750
1000-2499 attendees	\$1,000
2500 or more attendees	\$2,500

Traffic Control Fee**Calculated by the Town****Seasonal Commercial Event on Public Property
(for commercial recreational activity)**

Non-Refundable Application Fee	\$200
Permit Fee for the Seasonal use of Town Properties on the Ocean	
Resident	\$5,000
Non-Resident	\$10,000
Permit Fee for the use of Town Properties on the Bay	
Resident	\$2,500
Non-Resident	\$6,000
Permit Fee for the Seasonal use of Town Parks and Public Properties	
Resident	\$2,500
Non-Resident	\$6,000

Refundable Seasonal Clean-Up Deposit \$1,000**Summer Camp**

Non-Refundable Application Fee	\$100
Permit Fee (per day)	\$100

Seasonal Farmer's Market

Non-Refundable Application Fee	\$200
Permit Fee	\$2,000
Non-Resident Fee	\$2,500

Refundable Seasonal Clean-Up Deposit \$1,000**Parade Walk/Run/Ride Special Event**

Non-Refundable Application Fee	\$200
Permit Fee	
1-49 attendees	\$100
50-99 attendees	\$250
100-249 attendees	\$750
250-999 attendees	\$1,250
1000-2499 attendees	\$2,500
2500 or more attendees	\$5,000

Traffic Control Fee**Calculated by the Town****Refundable Clean-Up Deposit**

1-49 attendees	\$500
50-99 attendees	\$1,000
100-249 attendees	\$2,000
250-999 attendees	\$3,000
1000-2499 attendees	\$4,000
2500 or more attendees	\$10,000

Art Sale Special Event (maximum of 3 permits)

No Application or Permit Fee

Late Application Fee

1 - 100 participants	\$200
101 - 249 participants	\$500
250 - 999 participants	\$2,000
1000 or more participants	\$5,000

Additional Fee: If an application is submitted within one week of the event, an additional charge of \$250 will be incurred.

Please note that paying a late fee for expeditious processing of your application does not guarantee permit approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cate Rogers, Councilmember
SECONDER:	Ian Calder-Piedmonte, Councilmember
AYES:	Flight, Lys, Rogers, Calder-Piedmonte, Burke-Gonzalez