

**VILLAGE OF NORTH HAVEN
335 FERRY ROAD
SAG HARBOR, NEW YORK 11963**

(631) 725-1378 (Telephone)

(631) 725-1120 (Fax)

**Instructions for Mass Gathering Permit Applications
(Chapter 47 of the North Haven Village Code)**

- (1) Complete the Application for a Mass Gathering/Assemblage, as provided by the Village Clerk and submit to the Village at least 60 days prior to expected date of event. When listing contact phone numbers please include numbers to be used on the event date.
- (2) Concurrently, notify in writing, by certified mail, return receipt requested, each improved property owner within 300 feet of the perimeter of the proposed site of said gathering or assemblage, with proof of notice by affidavit (as provided by Village Clerk) and return receipts to be submitted to the Village prior to the issuance of any permit.

Note: If a property is located within a private homeowners association the Homeowners Association shall be notified of the event with an affidavit submitted to the Village.

- (3) Written approval of the Chief Fire Marshal of the Town of Southampton is required for any tent used at the gathering/assemblage greater than 400 square feet.
- (4) One such gathering or assemblage is allowed per calendar year.

VILLAGE OF NORTH HAVEN

Application for a Mass Gathering on Private Property

- Notice: A. Incomplete or untimely applications will not be process.
B. Attach written neighbor consents to completed application

1. A) Name of Applicant (s): _____
(Please Print Throughout)

B) Address of Applicant (s) : _____

2. A) Name of Property Owner (s), if different: _____

B) Address of Property Owner: _____

3. Address of Property and Event: _____

4. Local Phone Number (s) : _____

5. Other Phone Number (s) : _____

6. Date of Event: _____

7. Hours of Event: _____

8. Number of Anticipated Guests (Estimated as Exactly as Possible): _____

9. Purpose of Event (Explain in Detail): _____

10. Is this event a Fundraiser? : Yes ☐ No ☐
11. If yes, state exactly cause or charity: _____

12. Is this an invitation-only event: Yes ☐ No ☐
13. If yes, state exact number of invitations sent out: _____
14. If no, describe nature of event in detail: _____

15. Who is sponsor: _____
16. What is anticipated attendance: _____
17. Is applicant the property owner: Yes ☐ No ☐
18. If not, who is (are) property owner (s): _____
19. By what means (describe exactly) will the public be made aware of event: _____

20. By what means (describe exactly) will attendance be controlled: _____

21. Where will automobiles be parked (describe location (s) exactly): _____

22. Number of automobiles anticipated: _____
23. Name of each parking attendant including parking supervisor engaged for event: _____
_____, _____
_____, _____

24. Name, address and telephone number (s) of any security company engaged for event:

(Name of company)

(Name of owner of company)

(Address of company)

(Telephone number(s))

25. Names, addresses and telephone numbers for two (2) persons responsible for and to be present at event:

A. _____

B. _____

26. Method for disposal of garbage (describe in detail): _____

27. Will music or outdoor speakers be used at event, and if so, describe in detail noise attenuation plan:

28. Describe plan for adequate access of emergency vehicles to event: _____

29. Describe any outdoor lighting (location, number of lights and plan for avoidance of off-site glare) to be used at event :

30. Describe any temporary toilet arrangements including location of toilets, name, address and telephone of vender and date and time for set up and removal:

The undersigned owner (s) of the event premises and the undersigned applicant(s) certify, acknowledge and agree that they have read Chapter 47, Article II, of the Village of North Haven Code and will comply in all respects with its requirements.

The undersigned also acknowledge that the owner and applicant must appear before the Board of Trustees at the time of any consideration of this application, except where the Board waives such appearance.

The undersigned owner(s) consent to the use of the subject premises for this event.

The undersigned owner(s) and applicant(s) hereby indemnify and hold harmless the Village of North Haven including its officers, employees and representatives from any claim, cost or expense, of every kind and description, including by way of illustration, not limitation, any injury to person or property, including attorneys' fees by reason of any act or omission of owner(s) and/or applicant(s) including respective agents delegates, representatives and associates incident to maintaining said event.

Owner (Print)

Owner (Signature)

Owner (Print)

Owner (Signature)

Applicant (Print)

Applicant (Signature)

Applicant (Print)

Applicant (Signature)

Date: _____

**Village of North Haven
335 Ferry Road
Sag Harbor, New York 11963**

Neighboring Property Owner Affidavit

Property Owner of Event Premises _____

Location of Event _____

Date of Event _____ **Hours of Event** _____

I (We), _____ located at _____
being the owner(s) of the improved property located within 300 feet of the property owned or
leased by the above, do hereby acknowledge that the property owner, lessee or designated agent
has notified me (us) of the above referenced event to be held on the subject premises and I (we)
have No Objection _____ Objection _____ to said event.

If objecting please state reason(s) below:

Signature: _____ **Date:** _____

Mailing Address: _____

Telephone Number: _____