



TOWN OF SHELTER ISLAND

38 NORTH FERRY ROAD - P.O. BOX 1549
SHELTER ISLAND, NEW YORK 11964-1549

SHELBY MUNDY
TOWN CLERK
REGISTRAR OF VITAL STATISTICS
FREEDOM OF INFORMATION OFFICER
RECORDS ACCESS OFFICER

ADMINISTRATIVE (631)-749-1166
FAX NUMBER (631)-749-3436

**APPLICATION FOR OUTDOOR ASSEMBLY PERMIT
TO THE TOWN BOARD OF THE TOWN OF SHELTER ISLAND**

Fees: \$100.00 Application Fee (non-refundable) & \$100.00 Compliance Deposit (refundable)

Applicant Name: _____ Age: _____

Address: _____

Email: _____ Cell #: _____ Office #: _____

Contact Person (if different from applicant): * _____

***Contact person during the event MUST have and answer cell phone**

Email: _____ Cell #: _____ Office #: _____

If the applicant is other than the owner, please provide the following information:

Owner Name:

Address of the property where the assembly and use shall occur:

*Attach an affidavit from the owner giving the applicant authority to make this application.

Purpose of the outdoor assembly: _____

Nature of the Event:

Admission Fee: _____

	At one Time	Collectively
Expected maximum number of people on the property		
Expected number of automobiles and vehicles on the property		

Exemptions or Town services being requested:

Noise Exemption ___ * Highway Dept ___ Police ___ Fire Department ___ EMS ___

*Noise Exemptions are only considered for charitable events. The charity must be a registered as tax exempt and the event must raise at least \$1000 for the charity. See section 92-6 for more details.

Proposed dates and hours of assembly and use:

Setup (Dates) _____ Times (start to finish) _____
Event (Dates) _____ Times (start to finish) _____
Cleanup (Dates) _____ Times (start to finish) _____
Rain date?? _____

Please supply a plan showing the following:

- 1) The configuration of the property
- 2) The names and record owners of the adjoining properties
- 3) The streets or highways abutting said property
- 4) The size and location of any existing buildings
- 5) Structures or equipment to be erected for the purpose of the assembly and use
- 6) The method and way sanitary facilities are to be provided for the disposal of human waste, garbage and other debris.
- 7) The layout of any parking area for motor vehicles, including the means of ingress and egress to such parking area.
- 8) A diagram and statement showing the type, number and location of any sound amplifiers, loudspeakers, sound trucks or other similar sound equipment.
- 9) If outdoor lights or signs are to be utilized, a map showing the number, location, size, type and illuminating powers of such lights and signs.
- 10) If fireworks are planned, details regarding time, number, location, security procedures and permits.

Please attach all other permits obtained for the public assembly.

Please supply a copy of a certificate of insurance in compliance with §33-2 of the Shelter Island Town Code in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate (or another amount as specified by the Town Board)

Applicant's Signature

Date

Special Notes

The following activities at a Town-owned beach or park are strongly discouraged from the Friday preceding the observance of Memorial Day through Labor Day:

- (1) Activities involving erection of a dance floor, arch, tent greater than 100 square feet, fence or other structure; or
- (2) Private concerts, shows or dances; or
- (3) Staging area for walkathons, marathons or bike races.

Parking at a Town Beach will require users to have Town-issued beach parking permits. Failure to have such permits can result in \$100 fine per vehicle.

Glass containers or bottles of any description are prohibited at Town Beaches.