



TOWN OF SHELTER ISLAND

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

DOROTHY S. OGAR
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): _____

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:

and attached hereto and designated as Exhibit A, is an affidavit from the owner giving the applicant authority to make this application.

Nature of the outdoor assembly: _____

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?? _____

Expected maximum number of people intended to use the property at one time and collectively:

Expected number of automobiles and vehicles intended to use the property at one time and collectively:

Purpose of the assembly and use, including the nature of the activity to be carried on and the admission fee to charged, if any:

Please supply a plan showing the following:

- the configuration of the property; the names and record owners of the adjoining properties; the streets or highways abutting said property; the size and location of any existing buildings; structures or equipment to be erected for the purpose of the assembly and use.
- the method and manner in which sanitary facilities are to be provided for the disposal of human waste, garbage and other debris.
- the layout of any parking area for motor vehicles, including the means of ingress and egress to such parking area.
- a diagram and statement showing the type, number and location of any sound amplifiers, loud speakers, sound trucks or other similar sound equipment.
- 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.
- 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.

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.