

OFFICE OF THE TOWN CLERK () PERMISSION OF PROPERTY OWNER () 2 AUTHORIZED OFFICERS' INFORMATION
TOWN OF BABYLON () LIABILITY INSURANCE () MAP OR SKETCH OF AREA INCLUDING EVENTS
200 EAST SUNRISE HIGHWAY () AMUSEMENT INSURANCE () FEE
LINDENHURST, NY 11757 () SURETY BOND
(631) 957-3006

DATE OF APPLICATION _____

REQUEST FOR OUTDOOR PUBLIC ASSEMBLY/BAZAAR AND FAIRS PERMIT APPLICATION

MUST BE FILLED IN 4 TO 6 WEEKS PRIOR TO THE PROPOSED DATE

IF ATTENDANCE IS IN EXCESS OF 1,000 PEOPLE APPLICATION MUST BE SUBMITTED 6 WEEKS PRIOR TO THE EVENT

LARGER EVENTS MUST ISSUE A SAVE THE DATE NOTIFICATION TO THE TOWN CLERK'S OFFICE ON OFFICIAL LETTERHEAD BY APRIL 1

DATE(S) OF EVENT: FROM _____ TO _____ TIME: _____

RAIN DATE: FROM _____ TO: _____ TIME _____

CLUB/ORGANIZATION _____ EMAIL _____ PHONE _____

ADDRESS _____

LOCATION REQUESTED _____

PLEASE ATTACH MAP OR SKETCH OF AREA INCLUDING MAP OF EVENTS.

INTERSECTIONS TO BE BARRICADED _____

NAME & ADDRESS OF PROPERTY OWNER _____

(ATTACH NOTARIZED OWNER OF CONSENT)

TENTS: YES NO SIZES: _____

HAS A TENT PERMIT BEEN OBTAINED THROUGH TOB FIRE MARSHALL'S OFFICE: YES NO

WILL SOUND EQUIPMENT BE USED: YES NO TYPE: _____

WILL ALCOHOL BE SERVED OR SOLD: YES NO NYS LIQUOR LICENSE #: _____

FOOD TRUCK PERMIT # _____

AMUSEMENT RIDES AND/OR BOUNCY RIDES: YES NO QUANTITY: _____

NOTE: INSURANCE "ACORD" CERTIFICATE MUST BE SUBMITTED NAMING TOWN OF BABYLON AS ADDITIONAL INSURED

ANTICIPATED ATTENDANCE _____ MEANS OF ADVERTISEMENT _____

DESCRIPTION OF EVENT TO BE CONDUCTED _____

DESCRIPTION OF TOILET AND WATER FACILITIES _____

CHARITABLE ORGANIZATION NAME _____

ADDRESS _____ % OF PROFITS DONATED _____

SPECIFY IF THE SUFFOLK COUNTY POLICE DEPARTMENT IS NEEDED FOR ROAD CLOSURES: YES NO

WILL ALCOHOL BE SERVED OR SOLD AT THE EVENT: YES NO

FIRE DEPARTMENT IN WHICH EVENT IS BEING HELD: _____

FOR OFFICE USE ONLY

AS PER THE BABYLON TOWN CODE SECTION 79-3 THE APPLICATION SHALL SUPPLY NAMES, ADDRESSES AND THE TELEPHONE #'S OF TWO (2) AUTHORIZED OFFICERS OR DIRECTORS, WHO WILL BE RESPONSIBLE FOR AND CAN BE CONTACTED DURING THE OPERATION OF THE EVENT.

AUTHORIZED OFFICERS

BY SIGNING THIS APPLICATION I HEREBY ACKNOWLEDGE THAT I HAVE READ THE BABYLON TOWN CODE SECTION 79.
(SEE ATTACHED)

1) NAME _____ PHONE # _____ CELL # _____

HOME ADDRESS _____

SIGNATURE(S) _____

2) NAME _____ PHONE # _____ CELL # _____

HOME ADDRESS _____

SIGNATURE(S) _____

CONSENT OF OWNER

A NOTARIZED LETTER SIGNED BY THE PROPERTY OWNER STATING THE NATURE, EXTENT AND DURATION OF THE EVENT AND GRANTING THE APPLICANT PERMISSION FOR THE USE OF THE PROPERTY

I, _____ THE OWNER OF PREMISES LOCATED AT

DO HEREBY GRANT AND PERMIT _____

WHOSE ADDRESS IS _____

TO PLACE, KEEP AND MAINTAIN FACILITIES FOR

UPON SAID PREMISES FOR A PERIOD FROM _____, 20_____

TO _____, 20_____

STOP DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY NOTARY

STATE OF NEW YORK,
COUNTY OF SUFFOLK

SS:

SWORN BEFORE ME THIS _____

DAY OF _____ 20 _____

SIGNATURE OF OWNER OF PROPERTY

NOTARY PUBLIC

Chapter 85. OUTDOOR PUBLIC ASSEMBLY PERMITS

Article I. Issuance of Permits

§ 85-4. Public assembly permits.

[Added 2-25-1992 by L.L. No. 1-1992]

Provided that a request meets the criteria set forth in this section, the Town Board hereby delegates to the Town Clerk the authority to issue public assembly permits.

- A. The request must be made at least four weeks before the proposed date.
- B. The request must be made by an individual resident of the Town and include that resident's address and both a home telephone number and a telephone number where the individual can be reached during regular business hours.
- C. The request will list the club or organization requesting the permit, if any, and the purpose for the requested public assembly permit. The Town Clerk may not issue permits for commercial purposes.
- D. The request shall include the date and rain date.
- E. The request shall state the hours of operation, but in no event shall a permit be granted for the conduct of a public assembly commencing before 10:00 a.m. or terminating after 11:00 p.m. when the day following the event is a Saturday, Sunday or holiday or after 8:00 p.m. when the day following the event is a regular workday.
- F. The request shall include the location or area where the public assembly will be held and whether any streets, highways or roadways will be blocked by the public assembly. No request may be granted by the Town Clerk which requires the blocking of any state or county roads or other major thoroughfares in the Town which, in the opinion of the Town Clerk, would be severely disruptive of traffic in or about the proposed sites.
- G. The request shall include a sketch of the area involved showing the various intersections.