Village Of Bellport

Application for a Special Event Permit

The purpose of this local law is to allow special events that are open to the general public to be reviewed by the Village of Bellport for public safety concerns and the impact they may have on surrounding properties. This local law will allow the Village to ensure emergency services have free access to the surrounding neighborhoods during the special event that basic health issues such as adequate bathroom accommodations and refuse removal are addressed.

Name of Organization: _______________________________________________________________________

Address of Organization: _____________________________________________________________________

Contact Person Information:

Name ________________________

Address ___________________________

Telephone # _______________________________________________________

Email Address ______________________________________________________

Event Information:

Name of property owner where event will be held: ________________________________________________

Address of property where event will be held: ____________________________________________________

Name of Event: __________________________________________________________

Date(s) of Event: ___________________________ Rain Date(s) if applicable: _____________________________

Hours of Event (including setup & shutdown) _____________________________________________________

Purpose of the Event and Description of activities: _______________________________________________

__________________________________________________________________________________________

Expected maximum number of persons (including organizers, vendors, spectators) ____________________

If this exceeds 500 persons, a special review by the Village Clerk is required.

Expected number of vehicles _________ Parking Attendants _____ YES _____ NO

Can the Village assist with parking issues (barriers/cones)? _____ YES _____ NO

Any large temporary structures? YES _____ NO _____ (if YES attach a diagram)
Village Of Bellport

Application for a Special Event Permit (continued)

Name of Organization: ____________________________________________________________

Do you have a plan for bathroom facilities? YES ____ NO ____

Do you have a trash removal plan? YES ____ NO ____
(If you would like a Village Dumpster, contact Village Hall - $65.00 per pick up)

Will there be live music/loudspeakers/audio equipment? YES ____ NO ____
If yes, please explain:______________________________________________________________________________________________

Will there be additional lighting? YES ____ NO ____
If yes, please explain:______________________________________________________________________________________________

______________________________________________________________________________________________

_______________________________________

Signature of Applicant

___________________________________

Date