



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) [\(Flip over⇒\)](#)



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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 - \$90.00 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