

VILLAGE OF QUOGUE

P O BOX 926

QUOGUE, NEW YORK 11959-0926

(631) 653-4498 - (631) 653-4776 fax

**2023 VILLAGE BEACH SPECIAL EVENT PERMIT**  
**FOR RESIDENTS OF THE VILLAGE OF QUOGUE ONLY**

NAME/FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**NOTE: ACCESS TO THE VILLAGE BEACH FOR SET-UP OF THE EVENT**  
**IS NOT PERMITTED UNTIL 6:00 P.M. (after beach closes).**

TYPE OF FUNCTION: \_\_\_\_\_

TOTAL NUMBER OF GUESTS: \_\_\_\_\_ # OF CARS: \_\_\_\_\_

ALCOHOLIC BEVERAGES TO BE SERVED? YES [ ] NO [ ]

USE OF BEACH AREA REQUESTED? YES [ ] NO [ ]

USE OF DECKS REQUESTED? YES [ ] NO [ ]

USE OF KITCHEN/INTERIOR EATING AREA REQUESTED? YES [ ] NO [ ]

(NOTE: INTERIOR HAS MAXIMUM CAPACITY OF 40 PEOPLE)

BONFIRE PERMIT REQUESTED\*: YES [ ] NO [ ]

TENT PERMIT REQUESTED\*: YES [ ] NO [ ]

PARKING LOT ONLY FOR OFF-SITE FUNCTION: YES [ ] NO [ ]

\*These separate applications are available through the Quogue Village office.

Note: Use of deck or interior area is intended to connote exclusive use of that area by your party, subject to the right of others to pass as necessary. Please be courteous to others.

**FEE SCHEDULE**

<b>DECKS &amp; BEACH</b>	<b>\$350</b>
<b>INTERIOR EATING AREA / KITCHEN / DECKS / BEACH</b>	<b>\$500</b>
<b>LOT FOR OFF-SITE FUNCTION</b>	<b>\$500</b>

Permit fee includes parking for your guests.

When using the kitchen facility, the applicant must also use the Village's beach facility concessionaire caterer. The fee does not include the cost of the concessionaire or any tents or other rental equipment that may be needed or required for the event.

Except when the parking lot only is used, the applicant must also pay a supervision fee directly to the facility supervisor on the day/evening of the event.

**SUPERVISION FEE:** \$120.00 (Minimum) first 3 hours, plus \$50.00 each hour thereafter.

**THE AREA MUST BE LEFT CLEAN AND NEAT UPON CONCLUSION OF THE EVENT, AND ALL TRASH MUST BE DEPOSITED IN THE DUMPSTER. ANY AND ALL EXPENSE INCURRED BY THE VILLAGE FOR CLEANUP OR FOR DAMAGE WILL BE BILLED TO THE APPLICANT.**

*WHEN AND IF GRANTED, A COPY OF THIS COMPLETED FORM WILL BE FORWARDED TO THE QUOGUE VILLAGE POLICE DEPARTMENT.*

**THE UNDERSIGNED APPLICANT HEREBY APPLIES FOR USE OF THE VILLAGE BEACH FACILITY AND AGREES TO PAY THE APPLICABLE FEES AND TO COMPLY WITH ALL OF THE REQUIREMENTS FOR ITS USE.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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\*\*\*\*\*FOR VILLAGE USE ONLY\*\*\*\*\*

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Permit status

PERMIT: GRANTED [  ]    DENIED [  ]

MAYOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CODE ENFORCEMENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**VILLAGE OF QUOGUE**  
**VILLAGE BEACH FACILITY USE REQUIREMENTS**

The use of the Village Beach facility for a special event is subject to prior approval by the Village.

1. Persons wishing to use the facility shall submit an application form supplied by the Village at least 10 days prior to the proposed date of the event. The Board of Trustees has final authority on approval.
2. In the event of inclement weather or other adverse conditions, the Village has the final authority on cancellation.
3. Alcoholic beverages shall not be brought onto Village facilities at any time without prior approval.
4. Portable cooking facilities must be used in the parking lot or on the beach only, and only gas fired equipment may be used. No charcoal grills are permitted.
5. All posted rules must be adhered to.
6. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
7. Any damage to Village facilities shall be promptly repaired at the user's expense.
8. Persons using the facilities must clean up afterwards.
9. Permits may be revoked at any time.
10. Any event with youths under 18 years old requires the presence of adequate adult supervision at all times.
11. The fee for use is payable when the application is submitted and will be returned if the application is not approved.
12. In the event of an accident, please notify the Village employee on duty or the police, and call the Village office the next morning at 653-4498.
13. The emergency telephone number for police and fire is 911. The police telephone is 653-4791.
14. Users must provide the insurance described below not later than 5 days prior to the event or at the time of the application. Failure to obtain it and provide a certificate of insurance will result in cancellation of event and forfeiture of the application fee.
15. When using the parking lot for an off-site function, the auxiliary parking lot on the north side of Dune Road must be utilized first and then the spaces in the south parking lot nearest to Dune Road. A maximum of 75 cars may be parked. Residents not attending the off-site function who wish to use the parking lot may not be excluded.

**Liability Insurance Requirements:**

- A. Coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate is required. If alcohol will be served, host liquor liability must expressly be included on the certificate of insurance. Applicant's insurance shall be primary coverage for the Village, its officials, employees and volunteers.
- B. The applicant is to provide the Village with a certificate of insurance evidencing that the above requirements have been met. The failure of the Village to object to the contents or the absence of it shall not be deemed a waiver of any and all rights held by the Village.