



# Village of Quogue

7 Village Lane  
PO Box 926  
Quogue, NY 11959  
Telephone: (631) 653-4498  
Fax: (631) 653-4776

ROBERT TREUHOLD  
Mayor

AIMEE BUHL  
Village Clerk

## SPECIAL EVENT APPLICATION

Application must be received at least 10 days before your event.

### Applicant Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Physical Address: \_\_\_\_\_

### Requested Date of Event

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Access to the Village Beach for set-up of the event is not permitted until 6:00pm (after the beach closes).

### Type of Function

\_\_\_\_\_  
\_\_\_\_\_

Number of Guests: \_\_\_\_\_ Number of Cars: \_\_\_\_\_ Alcoholic Beverages to be Served? Yes  No

If alcohol will be served, host liquor liability must expressly be included on the certificate of insurance.

### Use of the Village Beach

Application Fee: **\$350.00**. *Fee will be returned for applicants who contract with the official Village Beach Concessionaire.*

Permit fee includes parking for your guests.

Use of Beach Area Requested? Yes  No

Use of Decks Requested? Yes  No

Use of Kitchen/Interior Area? Yes  No  Take note, Interior has a maximum capacity of 40 people.

**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.

### Bonfire & Tent Permit Requests

You must submit a separate application for bonfires or tents to Village Hall.

Bonfire Permit Requested? Yes  No

Tent Permit Requested? Yes  No

### Supervision Fee

**\$150.00 (Minimum) first 3 hours, plus \$50.00 each hour thereafter.**

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.

### Parking Lot Use for Off-Site Function

Application Fee: **\$500.00**  I Only Want to Reserve the Village Beach Parking Lot for An Off-Site Event.

## 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.

Insurance may be submitted at a later date, but not later than 5 days prior to the event.

**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.**

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 EXPENSES 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.

**ALL FEES ARE NON-REFUNDABLE**

SIGNATURE:

\_\_\_\_\_  
Name

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

=====

**VILLAGE USE ONLY**

=====

PERMIT GRANTED  PERMIT DENIED

BOT APPROVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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.
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 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.



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## VILLAGE OF QUOGUE SPECIAL EVENT OF VILLAGE PROPERTY APPLICATION

### INDEMNITY AGREEMENT

STATE OF NEW YORK}

}SS:

COUNTY OF SUFFOLK}

In consideration of issuance by the Village of Quogue of a Special Event Permit, the applicant voluntarily agrees to indemnify and hold the Village of Quogue and its officers, employees, and agents harmless from and against any and all losses, liabilities, damages, or costs including attorney's fees sustained by any person for personal injury, death, or property damage arising out of, or as a consequence of the Special Event.

The undersigned further agrees to indemnify and hold harmless the Village and its officers, employees and agents from and against any and all losses, liabilities, damages, or costs which may be imposed upon, incurred by or asserted against the Village by reason of any act of omission of the undersigned, which result in damage or injury of any kind to any person or any property and which arises out of or is any way connected with the use permitted by this permit.

\_\_\_\_\_  
Applicant Signature

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public