



Office of the Town Clerk

Diane M. Wilhelm, Town Clerk

200 Howell Avenue, Riverhead, New York 11901-2596
(631) 727-3200, Ext. 260 Fax (631) 727-6712

SPECIAL EVENTS INSTRUCTION SHEET SHORT FORM

Information and material that must be submitted with the completed application, pursuant to Town Code Chapter 255, ARTICLE II Shows & Exhibitions.

1. Application **MUST** be submitted 40 calendar days in advance of the event. Notarization completed where applicable.
2. If not-for-profit: NYS Department of Taxation and Finance Form ST-119.1. If tax exempt: IRS Determination Letter. If applicable, appropriate filing fee.
3. Comprehensive liability insurance policy naming Town of Riverhead as additional insured in the amount set by Town Attorney.
4. Plans or drawings showing event location/layout.
5. No blanks - if not applicable, indicate N/A.

OTHER PERMITS REQUIRED

If beverage and/or food service is connected with event, a separate application is to be filed with Suffolk County Department of Health Services at the Riverhead County Center, 631-852-5999.

Department of Labor; (carnivals; tents, bleachers, mechanical bulls, bounce houses, rock walls, water rides, including dunking booths, bungee jumps, laser tag, etc.) (516) 228-3929

SC EMS – Mass gathering for events with expectancy attendance of 5,000 or more. (631) 853-5800

NYS Liquor Authority for temporary beer/wine license.

Checklist of Attachments

1. If Not-for-Profit: NYS Taxation & Finance Form ST-119.1 Yes No
2. If Tax Exempt: IRS Determination Letter Yes No
3. Site Diagram Yes No
4. Certificate of Insurance naming the Town of Riverhead as additional insured Yes No
5. List of food vendors, if applicable Yes No
6. Lease or Owner permission, if applicable Yes No

RIVERHEAD TOWN CODE
P/O CHAPTER 255, ARTICLE II
Special Events

§ 255-9. Permit required; application.

- A. Written permit required.
- (1) Special Event Short Form application – small gathering. Where 100 to 1,000 spectators are expected at any one time during the duration of the event and the event duration is twelve (12) hours or less per calendar day, no person shall use, allow, let or permit property to be used for a special event unless a special event permit has been issued by the Town Board of the Town of Riverhead.
 - (2) Special Event Long Form – large gathering. Where more than 1,000 spectators are expected at any one time during the duration of the event or the event duration is more than twelve (12) hours per calendar day, no person shall use, allow, let or permit property to be used for a special event unless a special event permit has been issued by the Town Board of the Town of Riverhead.
- B. Required filing date. Application for such permit shall be on the form provided by the Town Clerk, addressed to the Town Board and filed with the office of the Town Clerk in accordance with the below filing dates based on the type of special event. The Town Board, in its discretion, may provide for an expedited review for special events permit under this Chapter.
- (1) Special Event Short Form Application shall be filed at least forty (40) calendar days prior to commencement date of special event.
 - (2) For an event where more than 1,000 spectators but less than 5,000 spectators are expected at any one time during the duration of the event, a Special Event Long Form Application shall be filed at least one-hundred twenty (120) days prior to commencement date of the special event
 - (3) For an event where more than 5,000 spectators are expected at any one time during the duration of the event, a Special Event Long Form Application shall be filed at least one-hundred eighty (180) days prior to commencement date of the special event.



TOWN OF RIVERHEAD

Office of the Town Attorney

200 HOWELL AVENUE, RIVERHEAD, NEW YORK 11901-2596

(631) 727-3200

Fax: (631) 727-6152

Robert F. Kozakiewicz, *Town Attorney* – Ext. 216

Certificate of Insurance – Guidelines

The Certificates of Insurance shall provide evidence of:

- 1) Comprehensive General Liability limits of not less than \$1,000,000. per occurrence and \$2,000,000 general aggregate
- 2) Automobile Liability limits of \$1,000,000. per occurrence and \$2,000,000 general aggregate (if use of a vehicle(s) is part of the event)
- 3) Worker's Compensation and Employers' Liability with statutory limits

The Certificate of Insurance shall provide evidence of Liquor Liability with limits of not less than \$2,000,000 per occurrence and \$2,000,000 general aggregate (if the sale/service/consumption of alcohol shall take place at the event).

CERTIFICATES OF INSURANCE SHALL INDICATE THE TOWN OF RIVERHEAD AS AN ADDITIONAL INSURED WITH REGARD TO SPECIAL EVENTS AND TENT SALES AND SHALL INCLUDE THE DATE(S) OF THE SCHEDULED EVENT.

The insurance companies providing coverage must be approved by the Town.

Please contact the Office of the Town Attorney at (631) 727-3200 ext. 215, should you have any questions regarding insurance requirements.



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SPECIAL EVENTS APPLICATION

SHORT FORM

pursuant to Town Code Chapter 255, ARTICLE II Shows & Exhibitions

Name of Event: _____

Date of Application: _____

1. Applicant: _____

Mailing Address: _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

2. State individual, partnership, corporation, or not-for-profit: _____

3. If partnership, names of all persons having an interest in the partnership: _____

4. If corporation, names and addresses of officers and directors, attach additional page if necessary: _____

5. If corporation, names of each stockholder together with the number of shares of capital stock held by each: _____

6. Special Event Information:
Proposed Location of event (street address and town): _____

Property Owner (name, mailing address and phone #): _____

If applicant is not property owner, attach a copy of lease agreement or notarized letter of authorization for the event from the legal property owner

Date(s) of event: _____

Rain Date(s): _____

Hours of Operation: _____

Full Description type of Special Event: _____

Expected total daily attendance: _____

Maximum at any one time: _____

Explain method used to determine the expected attendance:

Maximum number of visitor vehicles expected to be parked at event:

Other Activities planned during special event: (Check all that apply)

- | | | |
|----|----------------------------------------|----------------------------------------------------------|
| 1. | Crafts/Sales | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Carnival Rides | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Live Entertainment | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Animal Rides/Petting Zoo | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | Alcoholic Beverages | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | Food Vendors | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | Fireworks (Additional permit required) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. | Tent (Permit required by Fire Marshal) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

7. Name and address of liability insurance company: _____

8. Permit Application Fee: \$ _____

9. Name of Security Company if applicable: _____

10. Attach vendor list for food and/or merchandise vendors. (may be provided 2 weeks prior to event date)

INSPECTION AUTHORIZATION
(TO BE SIGNED BY PROPERTY OWNER)

_____ owner of property
located at _____ authorized Town
employees and officials to enter my property to make inspections necessary in connection with this
application for a special events permit.

Signature

Sworn to before me this
_____ day of _____ 201____

Notary Public _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

RESET

SPECIAL EVENT APPLICATION FEE SCHEDULE

Special Event Short Form Application

For an event where 100 to 1,000 spectators are expected at any one time during the Duration of the event and the event duration is twelve (12) hours or less per calendar day.

Application Filing Fee: \$200.00

Special Event Long Form Application

For an event where more than 1,000 spectators but less than 5,000 are expected at any one Time during the duration of the event

Application Filing Fee: \$500.00

Special Event Long Form Application

For an event where more than 5,000 spectators are expected at any one time during the duration of the event

Application Filing Fee: \$2,500.00

Waiver of Fees

There shall be no application fees payable for the following entities subject to proof of legal status:

Not for profit organizations, firematic organizations, religious corporations, civic and/or homeowners associations

Chapter 255 Inspection Guidelines Special Events

An inspection by the Fire Marshal will take place on the day the event is scheduled. Below are the general inspection guidelines that the Fire Marshal will be checking for compliance with. There may be additional requirements based upon the size, complexity, and type of Special Event.

Fire Service Features:

Fire Lanes: Fire Lanes and Roads must be maintained clear and accessible at all times; they shall not be blocked by vehicles, trailers, tents, booths, merchandise, waste, rubbish, etc.

Fire Hydrants: Fire Hydrants shall be kept clear and accessible at all times; they shall not be blocked or hidden by vehicles, trailers, tents, booths, merchandise, waste, rubbish, etc; they must be visible to responding fire apparatus; a minimum of three feet clear space must be maintained around each hydrant.

Fire Dept. Connections: Fire Dept. Connections (FDC) on/near buildings must be kept clear and accessible at all times; they shall not be blocked or hidden by vehicles, trailers, tents, booths, merchandise, etc.

Tents & Canopies:

Tents in excess of 200 sq. ft. and canopies in excess of 400 sq. ft. will require a separate permit from the Fire Marshal's office. Contact the Fire Marshal's office for additional info. Tents/Canopies must have:

- a certificate of flame resistance;
- must be properly secured against strong winds and updrafts; i.e. staked;
- at least one 2A40BC fire extinguisher required, must be mounted;
- fire extinguishers shall be in working order with a current inspection;
- exit signs and emergency lighting may be required;
- "No Smoking" signs shall be posted under each tent/canopy;
- tent and 20 ft. outside tent must be clear of flammables/combustibles;
- cooking is prohibited under tents used for Public Assembly;

Cooking Facilities:

Each cooking area must have at least one (1) dry chemical fire extinguisher, rated at least 2A40BC. If a deep fat fryer is used, a K-Class fire extinguisher shall also be required.

- cooking is prohibited under tents used for public assembly;
- containers for used cooking oils must be clearly labeled as such;

Propane Tanks:

- tanks must be equipped with an OPD (overfill protection device) valve;
- regulators and hoses must be in working condition and free from physical damage or leaks;
- propane hose length not to exceed ten (10) feet in length;
- all propane tanks shall be protected from physical damage and from tip over (e.g.: placed in plastic crate or tied to a stationary object); propane tanks shall not be tied/secured to a tent leg;

Electrical: All electrical installations shall be in accordance with NFPA NEC70;

- all extension cords and electrical equipment shall be rated for outdoor use;
- all extension cords shall be of proper size and rating for their use;
- all extension cords shall be protected from physical damage and shall not present a trip hazard;

Generators: - shall be kept away from public areas;
- shall be properly grounded (i.e. with at least one grounding rod driven 8ft down);
- fuel shall be properly stored away from public;

Carnivals:

- all carnival rides must have a current NYS Dept. of Labor Inspection sticker affixed to them;
- all carnival rides must be inspected by NYS Dept. of Labor Inspector prior to opening to the public;
- carnivals will be inspected based upon compliance with the NYS Fire Code and the NYS Dept. of Labor rules and regulations governing carnivals;

Fireworks:

Minimum required radius of display site shall be 100ft per inch of mortar;

A site plan must be submitted showing the following:

- discharge area;
- fall out area;
- spectator viewing area;
- parking areas;
- emergency services standby/access;
- separation distances;

An inspection will be conducted based upon the NYS Fire Code, NYS Penal Law Article 405, and NFPA 1123 & NFPA 1126; Guidelines available upon request

Final "shoot" approval for the fireworks display rests with the Fire Marshal in charge at the display.

Outdoor Events Public Safety Plan:

Riverhead Town Fire Marshal

NYS Fire Code 403.2 Public safety plan:

403.2.1 Contents.

The public safety plan shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event. The public safety plan shall be submitted to the code enforcement official for approval.

Emergency Vehicle Access:

Provide access for Police, Fire and EMS vehicles at all times during event;

- separate roads for emergency responders?
- how will you clear the roads to be used by emergency responders?
- who will meet them and direct them in to the scene?
- access along race course?

Notifications:

Who is responsible for reporting emergencies?

- one person should be designated to report emergencies/call 911 in order to cut down on multiple calls and miscommunication;
- all personnel shall be instructed to whom to report an emergency and how to contact them;
- how do participants/personnel report an emergency?
- how are you going to notify on-site EMS?

Communications:

How will communications be conducted on the site?

- communications between security, EMS, Fire, Police, field personnel, etc?

Coordination:

How are you going to coordinate response between on-site personnel, EMS, arriving fire dept. personnel, police, etc?

Notifying, Relocating, Evacuating occupants:

- What are the strategies and procedures for notifying participants
- of an emergency?
 - the need to relocate?
 - the need to evacuate?
-
- How will participants be notified?
 - How will they be directed?
 - Where will they be evacuated to?

Accountability:

In the event of an emergency:

- how will you account for all participants?
- how will you account for spectators?
- Assembly points? Location?

Site Plan:

The site plan shall show the following details:

- Site access from street
- Emergency access roads
- EMS/Fire staging areas
- Parking areas, tents, buildings, stages, concession areas, vendor areas, race area, etc.
- Assembly points
- Closest hydrants -
Hazards

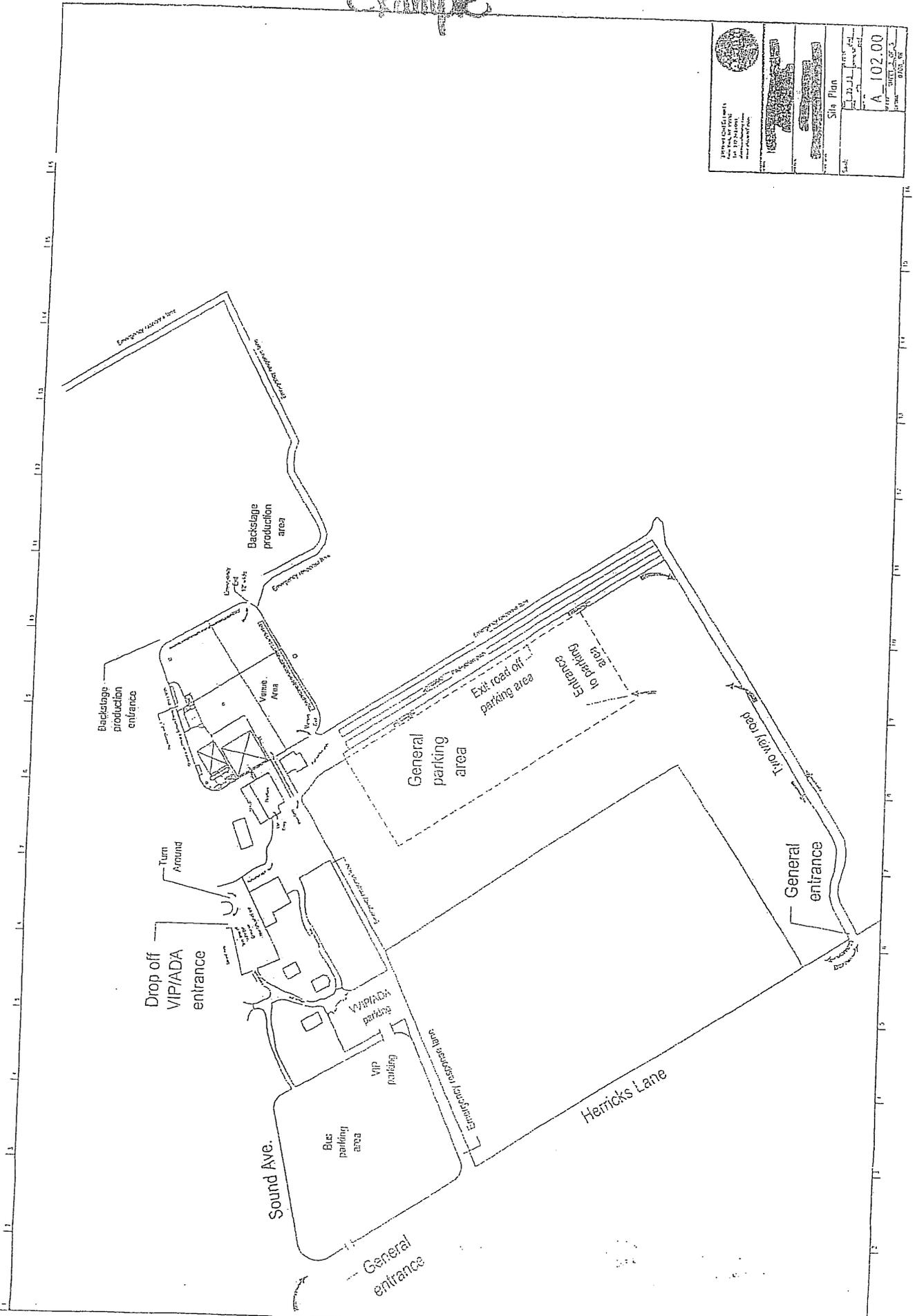
NOTE:

The local Fire and EMS agencies are staffed by volunteers. They are very busy with their normal response load. If you are planning on using them as part of your Fire & Life Safety Plan, you will need to obtain their approval. Otherwise, you will need to make arrangements with private agencies to provide adequate coverage.

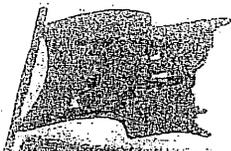
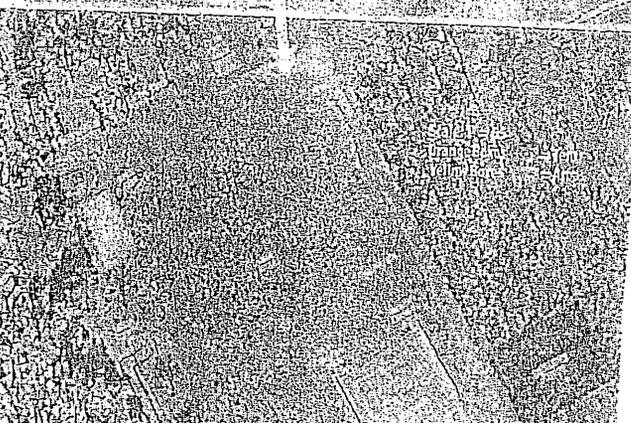
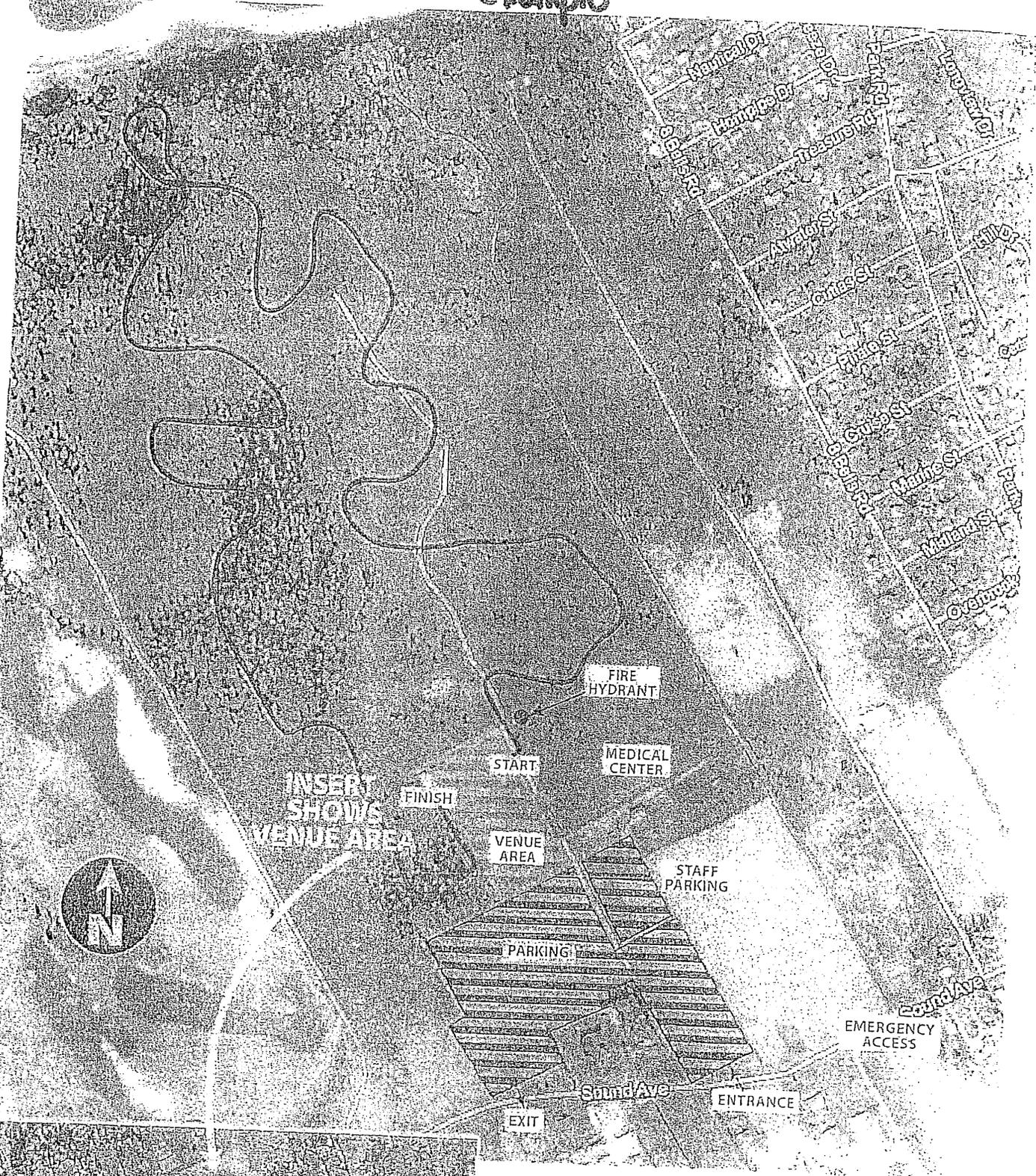
Contact the Riverhead Town Fire Marshal's office if you have any questions.

Example

W. H. & C. S. Co. Architects, Inc. 1111 1st St. N.E. Atlanta, Georgia 30309	Site Plan	Scale: 1" = 20' - 0"
		Sheet: A 102.00
DATE: 12-1-71		PROJECT: 102.00
DRAWN BY: J. S. [unclear]		CHECKED BY: J. S. [unclear]
DATE: 12-1-71		PROJECT: 102.00
DRAWN BY: J. S. [unclear]		CHECKED BY: J. S. [unclear]
DATE: 12-1-71		PROJECT: 102.00
DRAWN BY: J. S. [unclear]		CHECKED BY: J. S. [unclear]



Example



Site Plan

Example

