



## TOWN OF RIVERHEAD SPECIAL EVENT APPLICATION

**\*\*Incomplete Applications will not be processed\*\***

Riverhead Town Code Chapter 255 Special Events requires specific material to be submitted as indicated on the application. If a section is not applicable, indicate N/A. It is the applicant's responsibility to ensure that the application package is complete and accurate. A Site Map, Hold Harmless Agreement, Public Safety Plan, Proof of Non-For-Profit and all Application Fees **MUST** be submitted with the original application. \*\*All events taking place on Town property may be contingent upon the execution of a License Agreement with the Town of Riverhead and a fee of not less than \$100.00

- (1) Special event small gathering. Where 100 to 1,000 attendees are expected at the event at any one time, no person shall use, allow, let or permit the 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. Application fee \$350. An application for a special event small gathering shall be filed at least 60 calendar days prior to the commencement date of the special event small gathering.
- (2) Special event gathering. Where 1,001 to 4,000 attendees are expected at the event at any one time, no person shall use, allow, let or permit the 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. Application fee \$650. An application for a special event large gathering shall be filed at least 90 calendar days prior to the commencement date of the special event large gathering.
- (3) Special event large mass gathering. Where 4,001 or more attendees are expected at the event at any one time, no person shall use, allow, let or permit the 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. Application fee \$2,500. An application for a special event mass gathering shall be filed at least 180 calendar days prior to the commencement date of the special event mass gathering
- (4) Non-for-profit organization application fees will have a 50% reduced fee from the standard application fee

*Late applications shall incur a fee. Any special event past the required filing date will incur a fee as per the special event fee schedule put forward by the Town. Any special event small gathering is permitted to be submitted a maximum of 5 calendar days past the submission deadline. Any special event large gathering are permitted to be submitted a maximum of 15 calendar days past the submission deadline. Any special event mass gathering may not be submitted less than 180 days prior to the event. All late submissions are subject to a \$150 per day late fee.* \* Any Amendment to the application for a special event will be subject to an amendment fee of \$150.00 for those application amendments requiring a resolution change.

NAME of EVENT	DATE(S) of EVENT	APPLICATION FEE	LATE FEE
	_____	\$ _____	\$ _____
	RAIN DATE(S) of EVENT _____		
HOURS OF EVENT	EVENT LOCATION		
_____ am / pm to _____ am / pm			
Estimated Number of Persons Attending (at one time): Collectively: _____	Street	Hamlet	
	PRIVATE PROPERTY _____	PUBLIC PROPERTY _____ (Check one)	
	Public Property Only-Describe the rehabilitation of the event site to its original condition, including but not limited to rubbish and trash removal, removal of all temporary structures and restoration of all landscaping and other public property to a condition comparable to that prior to the event.		

## APPLICANT INFORMATION

APPLICANT: \_\_\_\_\_

LEGAL ENTITY NAME: \_\_\_\_\_

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

CORPORATE PRESIDENT: (IF APPLICABLE) \_\_\_\_\_

CONTACTS FIRST NAME: \_\_\_\_\_

CONTACTS LAST NAME: \_\_\_\_\_

CONTACTS EMAIL ADDRESS: \_\_\_\_\_

CONTACTS PHONE NUMBER: \_\_\_\_\_

VENUE NAME: (IF APPLICABLE) \_\_\_\_\_

PROPERTY OWNERS NAME: \_\_\_\_\_

PROPERTY OWNERS ADDRESS: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

**PARKING**      Expected Number of Vehicles at one time \_\_\_\_\_ Collectively \_\_\_\_\_

Number of Handicap Parking Spots Available \_\_\_\_\_

### SANITARY WASTE/TRASH REMOVAL/LIGHTING/SECURITY

Carting Company Name or Alternate Means of Trash Removal \_\_\_\_\_

Number of Portable Restroom Facilities or Alternate Means \_\_\_\_\_

Will the Event require Use of Lighting If Yes, Please Explain \_\_\_\_\_

Name of Security Company or Alternate Security Measures \_\_\_\_\_

**ALCOHOL**      Will Alcohol be served at the event? If Yes, please explain \_\_\_\_\_

\*All events taking place on Town Property that will have the sale or consumption of alcohol are contingent on NYS Liquor Authority approval for on-site consumption

[ ] I understand that I must obtain, prior to the event any applicable permits and approvals from SC DOH and NYS SLA, if required. Tent Permits must be obtained separately through the Town Fire Marshal's Office (Tent Permits are not included in this application, additional fees applicable).

### INSURANCE

[ ] I understand that I must provide insurance acceptable to the Town of Riverhead 15 days prior to the event. Comprehensive Liability Insurance Policy Naming the Town of Riverhead as additional insured in the amount of \$2,000,000.00 general aggregate and \$1,000,000.00 each occurrence. (Insurance must include the name, date, time and location of the event under description of operations.)

[ ] If providing **alcohol** I understand that I must provide a Liquor Liability Insurance Policy naming the Town as an additional insured, primary, non-contributory by separate endorsement, in the amount of \$2,000,000.00 general aggregate and \$2,000,000.00 each occurrence.

### PLEASE SUBMIT ORIGINAL APPLICATION

I hereby depose and certify that all the above statements and information contained in the supporting documents and drawings attached hereto are true and correct. I hereby authorize officials and employees of the Town of Riverhead to enter the property to make any and all inspections necessary in connection with this special event.

### SIGNAGE

Will any type of sign and/or banner be displayed adjacent to a Town, County or State Road? If Yes, state the size and/or banner, Location of the sign and/or banner, and the dates that it will be displayed

Name of Applicant \_\_\_\_\_

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

\* Submit approvals from the appropriate town, county and state agencies prior to the display

**TOWN OF RIVERHEAD**  
**HOLD HARMLESS AND INDEMNIFICATION AFFIDAVIT**

STATE OF NEW YORK}

}ss:

COUNTY OF SUFFOLK}

Pursuant to Town Code Chapter 255, this Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Town of Riverhead (hereinafter "Town") and \_\_\_\_\_ (hereinafter "Applicant"):

Applicant hereby agrees it shall protect, indemnify and hold harmless the Town, Town's consultant (if any), its officers, officials, members, agents, invitees and employees, from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions including reimbursement of attorney's fees, and shall defend the Town in any suit including appeals, or at the Town's option, pay reasonable attorney's fees for defense of such suit arising out of the acts or omissions or negligence of the Applicant, its officers, officials, lessees, licensees, agents, employees, invitees or subcontractors in connection with the activities referred to in this Special Event Permit.

The Applicant, in addition to any terms contained herein, assumes all risks in the operation of the Special Event and shall be solely responsible and answerable in damages for all injuries and accidents in person or property and thereby covenants and agrees to defend, indemnify and save harmless the Town of Riverhead and its officials, employees and agents from all claims, suits actions, losses, damages or injuries to person or property, whether direct or indirect arising out of the operation of the Special Event. The risk of loss, damage or destruction from any peril to the furniture, fixtures, equipment or other personal property of the Applicant or its invitees, employees or its subcontractors shall be borne by the Applicant.

The Applicant waives any right to subrogation against the Town for loss, damage or destruction from any peril to the furniture, fixtures, equipment or other personal property of the Applicant.

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

Sworn to before me this

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

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

**TOWN OF RIVERHEAD  
OWNER'S ENDORSEMENT AFFIDAVIT**

**IF MORE THAN ONE OWNER, A SEPARATE PAGE MUST BE SIGNED AND SUBMITTED  
BY EACH PROPERTY OWNER**

STATE OF NEW YORK} }ss:  
COUNTY OF SUFFOLK}

I, \_\_\_\_\_, being by me duly sworn,  
*please print name*

deposes and says,

I am: (check one)

- a part owner in fee
- the sole owner in fee
- an officer of the corporation which is the owner in fee

of the premises described in the foregoing Application.

I reside at

Street

*Town/City*

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### State

Zip Code

I have authorized \_\_\_\_\_ to make the foregoing Application to the Town Clerk for a Special Event Permit as described, herein. I have provided and attached all required documentation regarding applicable protective legal measures, including, but not limited to, covenants, easements, indentures or other restrictions placed on said property, including actions by the Riverhead Town Board, Planning Board, Zoning Board of Appeals, or Conservation Board.

**Signature of Property Owner**

(If Owner is a corporation, please indicate name of corporation and title of corporate officer whose

signature appears above)

Sworn before me this

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

## Notary Public



**TOWN OF RIVERHEAD**  
**Office of the Fire Marshal**  
4 West Second Street, Riverhead, NY 11901  
(631) 727-3200 Ext. 601



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Andrew Smith  
Chief Fire Marshal

Liam Keating  
Fire Marshal

Shaye Cassara  
Account Clerk

## Public Safety Plan for Gatherings

A Public Safety Plan is required for your event. Below are the requirements for this plan. Please complete and return to the Fire Marshal's office for review and approval prior to your event. Failure to provide an approved Public Safety Plan may jeopardize your event. Please include plan with the special event application.

### **NYS Fire Code 403.12 2 - Public safety plan for gatherings:**

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:**

The plan needs to address access for Police, Fire and EMS vehicles into and throughout the event site:

- Emergency access to the event must be provided so that Police, Fire, and EMS may access the event quickly & easily;
- Emergency access roads shall be capable of supporting fire and EMS apparatus;
- Emergency access roads shall not be overgrown or have low hanging branches;
- Emergency access roads shall not be blocked or clogged with vehicles, equipment, etc.;

#### Need to Address:

- How will Emergency Responders be directed into the event? To the scene? - Will they have access to the entire event?
- How will onsite traffic be controlled to prevent interference with responding units?

#### **Notifications:**

The plan needs to address how emergencies are reported and to whom:

- Attendees need to know to whom and how to report a problem;
- Event personnel need to know who to inform in the event of an emergency;
- One person should be responsible for clear and concise reporting of emergencies to 911 (multiple callers giving differing information only confuse and slow response);
- How will on site EMS providers be notified of an emergency and its location?

## **Communications:**

Communications are very important. Your plan needs to consider communications amongst event personnel, with onsite security, with standby EMS, with emergency responders, etc;

How will communications be handled:

- among event staff;
- with onsite security;
- with parking attendants;
- with onsite EMS crews (what if they are walking around)
- with responding Police, Fire, EMS;
- how will Police, Fire, EMS communicate with event staff;
- 

## **Coordination:**

The plan needs to consider how you are going to coordinate with on site and responding agencies;

Consider:

- the need for spectators to evacuate an area;
- directing spectators to an assembly point for accountability:

Accountability ensures that all spectators, staff, & participants are safe and their whereabouts are known; so that no one was left behind; An Assembly Point is a specified area(s) that all participants, spectators, etc. are directed to, away from the danger area, so they may be accounted for, have injuries/needs addressed; Unaccounted persons or persons requiring assistance or medical care need to be reported to responding agencies;

## **Security:**

Does your event require site security? How will you deal with:

- \* Parking, traffic control, and crowd control

## **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 (fuels, electrical, chemical, compressed gases, LPG, etc.)

## **Crowd Managers:**

Where events involve a gathering of more than 1000 people, crowd managers shall be provided in accordance with NYS Fire Code 403.12.3

Required number of Crowd Managers:

The minimum number of crowd managers shall be 1 for every 250 people

- On-line training is available at <https://www.crowdmanagers.com/training>

Duties of Crowd Managers:

- Conduct inspection of area of responsibility and identify and address any egress issues
- Conduct inspection of area of responsibility to identify and address any fire hazards
- Verify compliance with all permit requirements/conditions

- Direct and assist event attendees in evacuation during an emergency
- Assist emergency response personnel where requested
- Other duties as specified in fire safety plan

**On Site EMS: EMS services & providers must be credentialed by Suffolk County EMS.**

The requirement for On Site EMS coverage is based upon the type of event, size of the event, and past history with similar events. The number of On-Site ambulances/health care facilities required by the Riverhead Fire Marshal's office is a minimum number. On Site EMS is responsible for treating and transporting patients. The Outdoor Events Public Safety Plan shall include the number of On-Site ambulances and/or health care facility(s) (formerly known as a first aid station) and an EMS plan detailing treatment, transport, and when the 911 system is to be activated. The 911 system is not to be used as a stop gap for insufficient coverage. However, in the event that the On-Site EMS is overwhelmed due to unforeseen events or a mass casualty incident, the 911 system should be utilized.

EMS coverage for the Town of Riverhead is provided by Riverhead Volunteer Ambulance, Wading River Fire Dept. and Jamesport Fire Dept. All three agencies are very busy. If you are required to have EMS on site at your event you will need to make arrangements with the appropriate agency or provide coverage via a paid ambulance service.

**Local EMS Coverage:**

You will need to contact the local EMS agency covering your event at least three (3) months in advance to make arrangements for coverage at your event. I will need a letter from the Chief stating that they will provide coverage at your event at least one month prior to the event.

If they decline, you will need to make arrangements with a paid ambulance service (see below).

**Paid EMS Coverage:**

You will need to make arrangements with a paid ambulance service for coverage at your event. This might mean a single ambulance, multiple ambulances and/or an onsite health care facility (formerly known as a first aid station). It depends on the size and nature of the event. The Fire Marshal's office will advise you on the requirements. The contract needs to specify that the paid service is there to treat and to transport any sick or injured persons. The local 911 EMS system shall only be used in the event that the paid ambulance service is overwhelmed, such as a mass casualty incident.

A copy of the contract must be forwarded to the Fire Marshal's office at least one month prior to the event for review and sign off by the local ambulance service having jurisdiction.