



# Roslyn Harbor

500 MOTTS COVE ROAD SOUTH, ROSLYN HARBOR, NY 11576  
TEL # (516) 621-0368 FAX # (516) 621-1803  
WWW.ROSLYNHARBOR.ORG

## SPECIAL EVENTS APPLICATION

### ORDINANCE NO. 7 (AMENDED LOCAL LAW 3 OF 1978)

Section 1 – No person shall cause or permit to take place on public or private property in the Village any parade, exhibition, concert, dog show, antique show, horse show, auction sale or other similar event, performance or display without first obtaining a permit therefore from the Village Clerk.

Application Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Section: \_\_\_ Block: \_\_\_ Lot (s): \_\_\_\_\_ Zone: \_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name (If Other than Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DESCRIPTION OF EVENT

Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

Purpose: (Check One) Charitable  Recreational  Political  Wedding  Other  \_\_\_\_\_

Number of Persons expected to attend \_\_\_\_\_

Available sanitary facilities? Yes \_\_\_ No \_\_\_

Will food or drink be available? Yes \_\_\_ No \_\_\_

Will alcoholic beverages be made available? Yes \_\_\_ No \_\_\_

Will electronic amplification be used? Yes \_\_\_ No \_\_\_

Will there be entertainment? Yes \_\_\_ No \_\_\_ If yes, describe \_\_\_\_\_

Will any tents, booths, grandstand, enclosures or any other structures be erected\*? Yes \_\_\_ No \_\_\_

If yes, describe \_\_\_\_\_

(\*All tents and enclosed structures over 100 sf will require a separate permit application and inspection.)

What provisions will be made for prompt cleanup, removal of structures, wiring, equipment, signs and for restoration of the area?

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

Will there be signage on the public roads\*\*? Yes \_\_\_ No \_\_\_ If yes, size and description \_\_\_\_\_

(\*\*Any signage on public roads must get prior approval from the Village and be removed immediately after event.)

Description of traffic control for the event \_\_\_\_\_

**APPLICANT MUST BE IN GOOD STANDING WITH THE VILLAGE OFFICE BEFORE A PERMIT OR C of O WILL BE ISSUED**

## **REQUIRED DOCUMENTS FOR APPLICATION**

- Description and sketch of the location of where the event will be held and parking for attendees;
- Insurance:
  - General Liability naming the Village of Roslyn Harbor as additional insured (*ACORD form*)
  - Workers Compensation and Disability
  - Indemnification/Hold Harmless Agreement
  - Copy of Consumer Affairs License (*if applicable*)

## **REQUIREMENTS FOR SPECIAL EVENTS**

### **NOTIFICATION TO PROPERTIES WITHIN 200 FT RADIUS**

- ❖ Applicant must notice property owners within 200 feet of the entire property by Certified Mail, advising them of the nature, date and time of the special event. Return Receipts must be provided to the Village Clerk prior to the event no later than 3 (three) weeks prior to the event.

### **APPLICABLE DATES & HOURS OF SPECIAL EVENT**

- ❖ Friday, Saturday, Sunday or the day before or day of a national holiday but not if it is a regular school day and designated as such on the school calendar of either the Roslyn School District or the North Shore School District, unless granted permission by the Board of Trustees.
- ❖ Special events are one-day events and there must be at least 13 calendar days between each special event with no more than four special events in the aggregate during such June through September period (unless granted permission by the Board of Trustees).
- ❖ Any application for a special event shall be filed with the Village no less than 31 days prior to the date of the special event.

### **APPLICABLE DATES & HOURS OF EVENT FOR A PRIVATE RECREATIONAL CLUB**

- ❖ Friday, Saturday, Sunday or the day before or day of a national holiday but not if it is a regular school day and designated as such on the school calendar of either the Roslyn School District or the North Shore School District.
- ❖ Special events are one-day events and may occur only between the months of June and September, inclusive, and there must be at least 13 calendar days between each special event with no more than four special events in the aggregate during such June through September period.
- ❖ Any application for a permit by a private recreational club for a special event shall be filed with the Village no less than 31 days prior to the date of the special event.

### **MUSIC, AMPLIFICATION & LIGHTING**

- ❖ If live music or amplification is proposed to be used, the application shall so state and contain a sketch or diagram of the location of the live music, a description of the equipment or instruments constituting the live music and the location and positioning of any amplification equipment and the direction such equipment will face.
- ❖ If new or additional lighting is proposed to be used in connection with a special event, a sketch or diagram and description of the location of lighting proposed to be used, the proposed positioning of such lighting and the screening plan to be utilized in order to minimize the intrusiveness of such lighting upon adjoining properties shall accompany the application.

***Any proposed parking, music, amplification and/or lighting plan submitted with the application must be approved by the Building Department or Board of Trustees.***

**CONTACT INFORMATION**

- ❖ Provide name(s) and telephone number(s) of the manager(s) who will be in attendance at the special event and responsible for maintaining compliance with all conditions contained in any permit; any changes in the manager(s) responsible or his (their) contact information must be submitted to the Village no later than one business day prior to the scheduled special event.

**TRASH REMOVAL**

- ❖ Applicant is responsible for the removal of any trash generated from the site and the event on the public roads leading to the event.

**NOTIFICATION TO POLICE DEPARTMENT**

- ❖ Applicant must notice Police Department, Roslyn Fire Companies (Roslyn Highlands Hook & Ladder, Engine & Hose, Co., Inc. and Roslyn Rescue Hook & Ladder Co. NO 1, Inc.) and the Glenwood Hook & Ladder, Engine & Hose by Certified Mail, advising them of the nature, date and time of the special event and show proof of mailing plus any necessary approvals no later than three weeks prior to the event.

**FEE:**

- ❖ Make checks made payable to the *Inc. Village of Roslyn Harbor*.

**The undersigned certifies that he/she has read and answered the foregoing questions truthfully and agrees not to violate any provision of the Ordinance or any rule or regulation adopted there under.**

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Owner/Applicant's Name (Print)	Signature	Date
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Clerk's Name (Print)	Signature	Date
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