

**THE INCORPORATED VILLAGE OF THE BRANCH**  
**40 Route 111 PO Box 725, Smithtown, NY 11787**  
**(631) 265-3315, option 1 Fax (631) 382-7688**

**APPLICATION FOR SPECIAL PERMIT TO CONDUCT FUND RAISING EVENTS IN THE HISTORIC DISTRICT**

**ALL PAPERWORK MUST BE COMPLETED AND RECEIVED AT THIS OFFICE AT LEAST SIXTY (60)\* DAYS PRIOR TO THE EVENT DATE. ELECTRONIC MEDIA COPIES ARE ACCEPTABLE. \*EMERGENCY APPLICATIONS MAY BE HEARD AT THE SOLE DISCRETION OF THE BOARD OF TRUSTEES [BOT]**

- Any applicant for a special permit must be a nonprofit organization or a not-for-profit corporation and, further, must be the principal occupant of any property to be utilized for said fund-raising activity. The requirements of Village code 85-716 and the "Please note" items at the bottom are applicable to this Permit Request
- All required Administrative and Professional fees associated with this application shall be paid to the village clerk and are due at the time of approval of this application and payable not later than fifteen [15] days prior to the scheduled date of the event.
- Fund-raising activity shall not continue beyond a Twenty-four [24] hour period unless a request for additional time/days is applied for and approved at the time the application is submitted to the Village Board of Trustees.
- Carnivals, circuses, mechanical, battery or electrical inflatable devices or other amusement-park-type operations are prohibited
- **If a tent, stage or any other temporary structure is to be used for the event, you must contact the Building Department at (631) 979-8989 to apply for all necessary building permits.**
- In addition to information below, you must also provide the following:
  - ✓ Tangible proof of communication with the Suffolk County Police Department requesting additional police officers, if necessary, AND/OR the Smithtown Public Safety Department requesting professional services, if applicable, for the safety of any participants in the fund-raising activity, including but not limited to traffic safety and code enforcement.
  - ✓ Insurance certificates, if necessary, for the protection of surrounding business and residential communities and any persons participating in the fund-raising activity
  - ✓ The Village of the Branch shall be included as "additional insured" on all insurance documents required with this application. Liability coverage limits to be at \$1,000,000 and \$2,000,000 in the aggregate

**PERSON OR ORGANIZATION APPLYING FOR PERMIT (PLEASE PRINT)**

Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**CONTACT PERSON'S AFFILIATION, NAME AND MOBILE PHONE NUMBER THAT IS ACTUALLY HOSTING OR CONDUCTING THE EVENT [IF NOT THE SAME AS ABOVE APPLICANT]**

Organization: \_\_\_\_\_ Person's Name/Cell Phone: \_\_\_\_\_ ( )

Title of the Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

Anticipated peak attendance: \_\_\_\_\_

Detailed Description of the nature of the activity [including promotional fliers, etc.]:

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

\*\*\*\*\*

1. Description of the facilities to be used for the activity: If indoor - provide the specifics on the building(s) used], If outdoor - provide a simple rendering/map or sketch of where on the applicant's property the activity will take place. \_\_\_\_\_

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

2. Provisions for parking (attach statements from owners of any off-premises property proposed for use)  
**Please note:** Private roads cannot be used for ingress/egress to any events:

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

3. Description of Sanitation provisions (latrines and litter control): \_\_\_\_\_

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

4. Percent participation by Applicants' organization or performing members in terms of personnel:  
\_\_\_\_\_ %

5. List any sound devices [e.g. a Microphone/Announcer, DJ or Live Band] that you expect to utilize:

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

6. Will this event be Catered? Yes / No; Will Alcohol be served at this event? Yes / No

**Please Note:** The Village board of Trustees [BOT], in its determination to grant a permit requested by this application, at its sole discretion, reserves the right to require that an official from the Smithtown Public Safety (SPS) Department [e.g. an Inspector, Investigator or fire Marshall] be on-site for any portion or the entire period during a specific event, if deemed necessary to assure the safety, welfare and well-being of the residents and/or property owners of the VOB. The village clerk's office will make the necessary arrangements with SPS and advise the appropriate fees associated with this requirement.

