

APPLICATION FOR A TENT PERMIT

FEE: \$35.00

DATE: \_\_\_\_\_ APPLICATION # \_\_\_\_\_

SCTM #1000- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PERMIT # \_\_\_\_\_

SUPPLIER OF TENT: \_\_\_\_\_

PROPOSED TENT USE: \_\_\_\_\_

DATE ERECTED: \_\_\_\_\_ USED: \_\_\_\_\_ REMOVED: \_\_\_\_\_

SIZE OF TENT(S): \_\_\_\_\_ COLOR: \_\_\_\_\_

FLAME RETARDANT CERTIFICATE: ( ) INCLUDED ( ) ON TENT

PROPOSED TENT SITE: \_\_\_\_\_

OWNER OF SITE: \_\_\_\_\_

TELEPHONE NUMBER AT SITE: \_\_\_\_\_

MAILING ADDRESS OF CLIENT: \_\_\_\_\_

\_\_\_\_\_

( ) APPROVED

( ) DISAPPROVED

\_\_\_\_\_  
BUILDING INSPECTOR

\_\_\_\_\_  
DATE

PERMIT EXPIRES 30 DAYS FROM DATE OF ISSUE.

## TENT REQUIREMENTS AND INSPECTIONS

### All Tents

1. Shall have received a permit from the Building Department.
2. Shall have an inspection and approval by an inspector from the Building Department prior to the event for which the tent is to be used. The inspection shall be scheduled through the Building Department during regular business hours.

### Inspection

The inspection shall consist of at least the following items

1. Proper exiting provisions to a public way.
2. Tents over 200 square feet or canopies over 400 square feet shall be made of flame-resistant materials. A certificate attesting to the fact shall be available on site for inspection.
3. All electrical supply shall be ground fault interrupted (GFI) at the source.
4. Tent stakes shall be capped or covered in such way to present no hazard to the public.
5. No cooking shall be conducted under the tent.
6. All exiting aisles shall be maintained at a minimum of three (3) feet wide.
7. If the event under the tent is conducted after dark, emergency exit lighting shall be provided
8. Guy ropes shall not pass through exit paths unless maintained more than seven (7) feet above grade. Tent stakes shall not be in exit paths.
9. Fire extinguishers in the proper number shall be provided according to the size of the tent.
10. A State permit is required for tents with an occupancy of 300 or more unless owned, leased, or operated by a bona fide religious, charitable, educational, fraternal, service, veteran, or volunteer fire organization.

Chapter 205  
PUBLIC ENTERTAINMENT AND SPECIAL EVENTS

[HISTORY: Adopted by the Town Board of the Town of Southold 6-2-1987 by L.L. No. 6-1987; amended in its entirety 9-20-1994 by L.L. No. 20-1994. Subsequent amendments noted where applicable.]

205-1. Certain entertainment restricted; permit required.

- A. To preserve public peace and good order and to prevent tumultuous assemblages, all public outdoor shows and entertainment, including but not limited to bazaars, fairs, carnivals and circuses, are prohibited in the Town of Southold.
- B. Nothing herein or in the foregoing shall apply to bazaars, fairs, carnivals and circuses and other public outdoor shows and entertainments that are approved, in writing, by the Town Clerk and held in the Town under the sole management and for the profit of local fraternal, charitable or religious organizations.
- C. All applications to the Town Clerk for permits shall be in writing and shall supply the name and address of the organization and its officers making such application and the nature of the affair, that the same is for charitable purposes, the length of time contemplated and the exact location where the same is to be conducted.
- D. Applications for approval of any temporary structures must be submitted to the Building Department.
- E. If a winery holds an outdoor event, for profit, at which the expected attendance exceeds the maximum occupancy of the public area of the building, the winery must obtain approval from the Zoning Board of Appeals. An application shall be accompanied by a fifty-dollar fee. In granting such approval, the following factors must be considered:
  - (1) All parking must be off street and traffic control must be provided by the winery.
  - (2) Adequate sanitary facilities must be provided.
  - (3) All food must be catered and prepared off site.
  - (4) Events for 300 or more people require preparation of a traffic control plan.
- F. All other public activities which are not a permitted use under the Southold Town Code shall require the approval of the Zoning Board of Appeals.

Applicant is also required to file with the Town Clerk a Certificate of Insurance for at least One Million Dollars Liability Insurance covering the Town of Southold as an Additional Insured.