

Application WP # \_\_\_\_\_  
Revised per TB 7/01

**WINERY PERMIT TO HOLD AN  
OUTDOOR PUBLIC EVENT**

Name of Winery \_\_\_\_\_ Max. # of Persons At One Time: \_\_\_\_\_  
Contact Person and Contact Tel. # \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Winery Parcel 1000- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Time Period (Hours): From \_\_\_\_\_ to \_\_\_\_\_  
Street Address/Location: \_\_\_\_\_  
Mailing Address to Send Permit: \_\_\_\_\_  
Nature of Event: \_\_\_\_\_

Is a Tent being used? [ ] Yes [ ] No (Location plan attached).

I am the Owner of Property where this event is to be held and do agree to comply with the laws, rules, regulations, conditions, and requirements of the Code of the Town of Southold, including but not limited to the conditions listed below, as well as all other applicable agency rules and regulations pertaining to the activities under this event.

\_\_\_\_\_  
Winery Owner Signature)

\* \* \* \* \*

**PERMISSION IS HEREBY GRANTED, SUBJECT TO THE FOLLOWING CONDITIONS:**

1. By acceptance of this permit, Applicant agrees to adequately supervise and direct all parking to be on this site, and Applicant agrees to provide additional traffic controls necessary for this event.
2. One "on-premises" sign not larger than six (6) square feet in size may be displayed not longer than thirty (30) days before this event, and removed immediately after the event. Directional parking signs shall be adequately displayed.
3. Applicant indemnifies and holds harmless the Town of Southold from all claims, damages, expenses, suits and losses including but not limited to attorney's fees arising from activities under this permit. A Certificate of Liability naming the Town of Southold as an additional insured in the amount of One Million (\$1,000,000.00) Dollars is hereby filed by Applicant, and said Certificate must remain in full force and effect during this entire event.
4. Tent proposals must receive prior written approval from the Southold Town Building Inspector before placement on the property and must meet all fire and safety codes.
5. This permit is valid only for the time, date, place and use specified above, and for the designated event. Each additional day will require a separate permit application, fee, and related documents for review, etc. at least 45 days prior to this event.
6. Adequate temporary sanitary facilities must be provided by applicant for this event, and Applicant agrees to remove the temporary facilities from the premises within 48 hours of the day of the event.
7. No on-site food preparation is permitted, although food may be catered subject to all health regulations.
8. Events for three hundred (300) or more people require submission and approval of a traffic control plan, acceptable to the Town.
9. Violations in connection with this event will terminate this permit.

**Winery Event Permit, continued:**

10. Issuance of this permit does not authorize in any manner occupancy of the principal building exceeding the legal limitations under the fire code, or other codes which would prohibit such increased occupancy.
11. Two fire exits shall remain open and unobstructed at all times to building(s) on the property.
12. Music, when outdoors, is required to stop at 10:00 p.m. No loud music or band music after 10:00 p.m.
13. Placement of the speakers must be approved by the winery management.
14. Where possible, live bands rather than disc jockeys will be encouraged.
15. When disc jockeys are used, the decibel levels will be monitored to ensure acceptable levels.
16. Organizers of the events will be required to use an approved disc jockey recommended by the winery or have their own disc jockey sign a contract agreeing to the above. If they do not honor the contract, the winery will have the right to remove the disc jockey from the premises.
17. Off-road parking will be provided, either on the winery premises or at another site that is off of the road. Parking assistants will be provided by the winery for this event, when appropriate.
18. For events over 300 guests, a qualified traffic controller will be provided.
19. Owner assures that all fire, safety, building, and other laws will be complied with.

Issuing Date \_\_\_\_\_

\_\_\_\_\_  
Approved

**INSTRUCTIONS**  
**APPLICATION FOR A WINERY PERMIT**  
**TO HOLD AN OUTDOOR PUBLIC EVENT**

Chapter 71 - Code of the Town of Southold provides for the issuance of a permit for an outdoor public event on private property, as well as charitable, religious or fraternal events. For charitable, religious or fraternal events, please apply at the Town Clerk's Office for a permit. For private events, contact Building Inspector for approval of temporary tents.

For other public events other than charitable, religious, fraternal events-held out-of-doors, apply at the Office of the Zoning Board of Appeals, and please submit the following:

1. Permit application form, signed by the owner of the property and furnishing all information requested on the top half of the application form.
2. One print of a survey or site plan map of the property showing:
  - \* The dimensions of the entire perimeter of the property;
  - \* All buildings as exist today and proposed tent location, if any.
  - \* If no tents are proposed, please note it.
    - \* Location of entrances and exits, and alternative exits.
    - \* Location of proposed sanitary facilities.
    - \* Total number of parking spaces available at 9 ft. by 18 ft. each - excluding areas for walks, tents, tables; please show staff parking also.
  - \* Maximum number of customers and staff during the height of the event.
  - \* Location of signs for parking, entrance, exit, and sign displaying event, up to 6 sq. ft. in size.
3. \$50.00 check payable to the "Town of Southold" for each day, each event.
4. Original Certificate of Insurance naming the Town of Southold as an additional insured in the amount of One Million (\$1,000,000) Dollars.
5. A written addendum to application providing the manner in which traffic and parking facilities will be controlled. Also, please explain the nature and hours of the event.
6. A copy of this permit shall be conspicuously posted by the permittee before the event and visible at all times.
7. No alcoholic beverages shall be permitted to be consumed during this event except as may be authorized for approved wineries.
8. If there are more than 300 persons, a traffic control plan is required to be submitted.
9. Private affairs held by an owner for family or other purposes are not regulated under Chapter 205 as a public entertainment or public event.