



Village of Southampton  
 23 Main Street  
 Southampton, NY 11968  
**DEPARTMENT OF FIRE PREVENTION**  
 Telephone 631 283-0247 Ext. 152  
 Fax 631 283-0649  
 Email: dmcnamara@southamptonvillage.org

**DEAN McNAMARA**  
 Fire Marshal II

## TENT PERMIT

**PRVIDE THE FOLLOWING:** Incomplete applications will not be reviewed.

1. \*\*\* *Make check payable to the Village of Southampton.*
2. \*\*\* *Provide a detailed site plan indicating all tent locations, exits and all surrounding items within (20) feet of tent.*
3. \*\*\* *If more than 50 people are attending provide a detailed interior plan.*
4. \*\*\* *Provide a copy of all flame retardant certificates for all tents and associated fabrics to be used*

**SPECIAL REQUIRMENTS:**

1. Tents are not permitted to be erected on any Village beaches without a special event permit from the Southampton Village Clerks office at (631)-283-0247 x226.
2. There is **NO COOKING** under the tent(s).
3. There is **NO SMOKING** under the tent(s).
4. Provide free and clear egress from the tent, exits shall be marked and maintained as per section 2410 of the NYS Fire Code.
5. **NO** tent shall be installed in driveways to obstruct access to the house and or other properties or structures.
6. Open flame devices shall not be allowed inside or within (20) feet of the tent.
7. **ALL DECORATIONS USED INSIDE TENT SHALL BE FLAME RESISTANT MATERIAL ONLY.**
8. Electric wiring & equipment shall conform to the NFPA 70.
9. Fire extinguisher shall be hung in a visible and accessible location as required by NYS Fire Code section 2407.
10. Tent permits must be conspicuously posted and readily available for viewing when requested by a CEO.
11. \*\* All elevated platforms used will require a NYS licensed PE stamp/seal approval certifying that the structural stability of the platform, imposed loads, handrails and all applicable provisions of the NYS Building Code have been complied with.
12. Parties over 250 people *and/or when required by the Fire Marshal* shall be equipped with **trained** crowd / fire manager(s).
13. Erecting a tent without an approved permit on site from this office may result in legal action.

NUMBER OF PERSONS ATTENDING: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NUMBER & LOCATION OF EVENT: \_\_\_\_\_

OWNER OF THIS LOCATION: \_\_\_\_\_ PHONE # \_\_\_\_\_

TENT COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TENT COMPANT ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE(S) APPROXIMATE TIME TENT(S) IS TO BE ERECTED: \_\_\_\_\_

DATE(S) APPROXIMATE TIME TENT(S) IS TO BE USED: \_\_\_\_\_

DATE(S) APPROXIMATE TIME TENT(S) IS TO BE REMOVED: \_\_\_\_\_

TENT SIZE(S): \_\_\_\_\_ WILL THE TENT HAVE SIDES? YES / NO

*I the undersigned applicant have hereby read the conditions and understand that I am responsible to comply with all the regulations stated above.  
 Any false statement made herein is punishable as a misdemeanor, pursuant to section 210.45 of the New York State Penal Law.*

**Print full Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(MAKE CHECK PAYABLE TO THE VILLAGE OF SOUTHAMPTON)

**OFFICIAL USE ONLY:** No responsibility rests upon the Village of Southampton or Fire Marshal by issuance of this permit.

RESIDENTIAL = \$50.00 ( ) VILLAGE COMMERCIAL / SPONSORED = \$100.00 ( ) NON-VILLAGE COMMERCIAL / SPONSORED = \$1000.00 ( )

**PAYMENT RECEIPT #** \_\_\_\_\_ **PERMIT # T -** \_\_\_\_\_