



Venue Permit Application
Mattituck Park District
PO Box 1413, Mattituck, NY 11952

For any changes to events, please contact: 631-298-9301 | events@mattituckparks.com

For assistance during your event please Text or Call: 934-230-3507
The last 4 of your mobile is the code for the kitchen door.

Permit No _____

Name of Applicant _____

Address _____

Email _____ Mobile _____

Organization (if applicable) _____

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization: 501(C), Not-for-Profit, or Non-Profit? Yes No
 (If yes, please attach a copy of the IRS Determination Letter).

Date(s) of Event _____ Event _____

Day of Week	Date(s) (mm/dd)	Setup Time Start & End	Event Start Time	Event End Time	Cleanup End Time

Expected No Attendees _____

Event Location Vets Venue Space Vets Picnic Area Bailie Beach Lodge Other _____

Description of Event/Activities _____

1) Are you a resident of the hamlets of Mattituck or Laurel? Yes No

For proof of residency, please attach a copy of your VALID driver's license (MUST be 21 & over for Venue Permits). All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.

2) Is this event open or advertised to the public? Yes No

3) Is this a fundraising/revenue producing event? Yes No

If you answered yes to either question, please contact the Southold Town Clerk (631-765-1800) to obtain a Special Event application, if applicable and then provide the MPD with a copy of the Special Event Permit. Special Event Permit

4) Will you use a tent larger than 20'x20'? If yes, please complete an MPD Tent Application Yes No

Tent Co Name & Contact Name & Cell: _____

Tent Company must check-in with office before commencing setup. A Certificate of Insurance (COI) is required from the tent company. COI

5) Will you be renting tables & chairs, linens, and/or dishes? Yes No

Party Rental Co Name & Contact Name & Cell: _____

Party Rental Company must check-in with office before commencing setup.

6) Will you be using a Floral Decorator? If yes, please fill out information below: Yes No

Name & Cell: _____ COI

7) Will you be using a DJ? If yes, please fill out information below: Yes No

Name & Cell: _____ COI

Please respect our neighbors. If the DJ is outside, they must be on the covered patio area. The music **must** be turned down to conversation level by **9.30PM**.

8) Will you be using an Event Coordinator? If yes, please fill out information below: Yes No

Name & Cell: _____ COI

9) Will you be using a Caterer or Servers? If yes, please fill out information below: Yes No

Caterer Name: _____

Contact Name & Cell: _____ COI

If the caterer is dropping off the food and not serving, no COI is required.

10) Will you be using Photographer/Videographer? If yes, please fill out information below: Yes No

Photographer Name & Cell: _____ COI

Videographer Name & Cell: _____ COI

(If independent of photographer.)

11) Will you serve alcohol? If yes, please complete questions below to receive a Venue Permit with Alcohol Use. Yes No

12) What type of alcohol will be consumed/poured at this function?

Mixed Drinks Beer Wine

13) Alcohol will be served from _____ to _____

14) What food will be provided during the alcohol consumption period? _____

15) If neither the Caterer or a Bartender is serving alcohol, what procedures are proposed to supervise the consumption of alcohol to ensure that persons under-age or under the influence will not obtain or consume alcohol served at the function?

16) Is the Caterer able to provide a Special Occasion Liquor License and the Liquor Law Liability Legal policy? Yes No

17) Will you be using a Bartender? If yes, please fill out information below: Yes No

Bartender Name & Cell: _____

COI

If you use a Bartender, they are responsible for the Special Occasion Liquor License and the Liquor Law Liability Legal policy and not the caterer.

Please note that the Mattituck Park District will provide security for all events where alcohol is served.

FOR OFFICE USE ONLY

	Usage Fees	Event Security Deposit	Tent Security Deposit
Park Usage			
Add'l Hours			
Tent Fee			
Other			
Total Fee Due			
Check №/Date			
Credit Card/Date			

Security Deposit(s), if paid by check, will be shredded unless the Applicant requests the return of the physical check.

Certificates of Insurance Received:

- Event Insurance Received _____
- Alcohol Insurance Received _____ N/A
- Caterer Insurance Received _____ N/A
- Bartender Insurance Received _____ N/A
- Tent Insurance Received _____ N/A
- Planner Insurance Received _____ N/A
- DJ Insurance Received _____ N/A
- Floral Insurance Received _____ N/A
- Photographer Insurance Received _____ N/A
- Videographer Insurance Received _____ N/A
- Southold Town Special Event Permit _____ N/A

cc: B&G TREASURER SECURITY

B&G Instructions _____

