



INCORPORATED VILLAGE OF LINDENHURST

430 SO. WELLWOOD AVENUE - LINDENHURST, NEW YORK 11757

SPECIAL EVENT IN VILLAGE RIGHT-OF-WAY PERMIT APPLICATION

Email to: info@villageoflindenhurstny.gov

Business Name: _____

Address: _____

Person in Charge: _____ Phone # _____

Event Title & Description (i.e., vendors, live music/DJ): _____

Expected Number of People: _____

Date(s) of event (raindate - if necessary): _____

Times: Begin Set Up At _____

 Actual Event _____

 Cleaned Up By _____

Scope of Use (attach an event diagram to include traffic/pedestrian flow, placement of tents, tables, portable restrooms, requested road closures etc.):

Showmobile Needed? (\$350.00 Fee) _____

Clean-Up Attendant Needed?* (\$125.00 Fee) _____

*If you do not pay for a Village DPW Clean-Up Attendant, you are agreeing to be responsible for your own garbage clean-up and removal. If the premises are not left in "broom swept" condition, you may be billed.

Can you provide a Certificate of Insurance? _____

Will you be serving food? (County Health Department permit required) _____

Will you be serving alcohol? (NYS Liquor Authority permit required) _____

Will you be hiring security for your event? _____

(OVER)

Do you have any special requests from the Village? _____
Would you like your event advertised on Village social media sites? _____

It is the responsibility of the individual making the request to see that all Village regulations are closely observed and that the areas used are left in a clean, “broom swept” condition. Further, it is also the responsibility of the applicant to provide the proper supervision of those individuals utilizing the approved area during the planned activity.

Date Signature of Applicant

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Application: Approved: _____ Disapproved: _____

If approved, please contact Superintendent of Public Works, Rick Sorrentino at least 10 days prior to your event to review details. He can be reached at 631-957-7520 (office) or 631-767-1794 (cell)

Date Village Administrator Clerk

cc: Department of Public Works
Department of Code Enforcement



VILLAGE OF LINDENHURST

ADDITIONAL PERMITS REQUIRED FOR EVENTS SERVING FOOD & BEER/WINE

EVENTS SERVING FOOD:

All events/vendors/food trucks serving food must provide a Suffolk County Health Department FOOD SERVICE VENDOR PERMIT.

Contact the Suffolk County Health Department for information and an application. Food vendors cannot operate at your event without one!

Single-Event Permit:

<https://www.suffolkcountyny.gov/Portals/0/FormsDocs/health/PublicHealthProtection/Temp%20Event%20Vendor%20Application.pdf>

Multi-Event Permit:

<https://www.suffolkcountyny.gov/Portals/0/FormsDocs/health/PublicHealthProtection/Temp%20Event%20Multi-Event%20Vendor%20Permit%20Application.pdf>

EVENTS WITH FOOD TRUCKS:

In addition to a Suffolk County Health Department Food Service Vendor permit, all food trucks must provide a VILLAGE OF LINDENHURST FOOD TRUCK PERMIT.

<https://villageoflindenhurstny.gov/wp-content/uploads/2022/02/food-truck-permit-application.pdf>

EVENTS SERVING BEER/WINE:

All events/vendors/food trucks serving beer/wine must provide a New York State Liquor Authority One-Day Beer and Wine Permit, also known as a TEMPORARY BEER, WINE AND CIDER PERMIT. This permit authorizes the sale of wine, beer or cider at retail for consumption at a gathering for a period of 24 hours.

During the event, no alcoholic beverages sold by the permittee can be consumed outside of the area that is licensed. Beer/wine vendors must provide the event consumers with either a labeled cup or a cup that clearly shows their business logo.

Contact the SLA for information and an application. You cannot operate without one! One-Day Beer and Wine Permit Fee: \$36 per point of sale, per day.

<https://sla.ny.gov/permits-available-online>

*** If you are a Food Vendor serving beer and wine, you will need both Health Department and SLA Permits.**