

THE INCORPORATED VILLAGE OF THE BRANCH
PO Box 725, Smithtown, NY 11787
(631) 265-3315/Fax (631) 382-7688

APPLICATION FOR SPECIAL USE PERMIT TO CONDUCT FUND RAISING
EVENTS IN THE HISTORIC DISTRICT

**ALL ORIGINAL PAPERWORK MUST BE COMPLETED AND RECEIVED AT THIS OFFICE AT
LEAST NINETY (90) DAYS PRIOR TO THE EVENT DATE. NO COPIES OR FAXES.**

- Any applicant for a special use permit must be a nonprofit organization or a not-for-profit corporation and, further, must be the principal occupant of any property to be utilized for said fund-raising activity
- Only 2 such fund-raising activities per calendar year can be had by any one organization and such activities cannot be held within 90 days of each other
- Fund-raising activity shall not continue beyond a 72 hour period
- Carnivals, circuses or other amusement-park-type operations are prohibited
- **If a tent, stage or any other temporary structure is to be used for the event, you must contact the Building Department at (631) 979-8989 to apply for all necessary building permits.**
- In addition to information below, you must also attach the following:
 - ✓ Proof of communication with the Suffolk County Police Department requesting additional police officers, if necessary, for the safety of any participants in the fund-raising activity, including but not limited to traffic safety
 - ✓ Insurance certificates, if necessary, for the protection of surrounding business and residential communities and any persons participating in the fund-raising activity

PERSON OR ORGANIZATION APPLYING FOR PERMIT (PLEASE PRINT)

Organization: _____

Name: _____ Telephone No. _____

Street Address: _____

Town: _____ Zip Code: _____



Date(s) of Event: _____ Rain Date: _____

Times: Start: _____ End: _____

Anticipated peak attendance: _____

Description of the nature of the activity: _____

Description of the facilities to be used for the activity: indoor, outdoor, area and location (attach any applicable maps or sketches): _____

Provisions for parking (attach statements from owners of any off-premises property proposed for use): _____

Description of Sanitation provisions (latrines and litter control): _____

Percent participation by organization members in terms of personnel: _____

OFFICE USE ONLY

Originals Received _____ Date Received _____

Permit Granted? Yes Permit No. _____ No Reason: _____

Signature of Village Representative _____ Position _____