Print Form

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CITY OF STAMFORD

Cashiering & Permitting Division

888 Washington Boulevard, Stamford, CT 06901

(203) 977-4692 (203) 977-4979

Authorized to go to
P & R Internal Committee

C&P:_____

Date:_____

APPLICATION FOR SPECIAL EVENTS

Initial application should be submitted 60 days prior to Special Event.

Completed application - with payment - should be submitted to Cashiering & Permitting

AT LEAST 30 Days prior to said Event

Date of Application ☐ Date of Event ☐

Event Category:	☐ Concert/Performance	☐ Festival/Celebration	☐ Parade/Procession
	☐ Wedding	☐ Exhibit/Special Attraction	☐ Athletic/Recreational
	☐ Walk-a-thon	☐ Flag Raising	☐ Other

Organization ☐ Home Number ☐

Contact Person ☐ Work Number ☐

Address ☐ Cell Number ☐

City ☐ State ☐ Zip Code ☐ email _____

Location of event ☐

Event Title ☐

Describe in detail activities planned

Describe all City services needed for this event (electricity, dumpsters, parking, etc./REQUIRES ADDITIONAL COSTS)

Attendance: Total ☐ Adults ☐ Children ☐

Set-up starts @ ☐ Clean-Up ends @ ☐

Event Start Time ☐ Event End Time ☐

Has this event been held before? If yes, please provide significant details:

☐ Yes ☐ No

☐ Yes ☐ NO Is the applicant a non profit entity? If yes, provide current tax exemption certificate.

☐ Yes ☐ No Are you requesting a donation? How much: $ ☐ (Admission Fee not allowed - Donations Only.)

☐ Yes ☐ No Are you erecting a tent? ***Additional permit from Building Dept. & Fire Marshall is required***

☐ Yes ☐ No Are you serving food? ***Additional permit from Health Dept. is required - No sale of food and/or merchandise allowed in Parks.***

☐ Yes ☐ No Are you serving beer? Cans only and/or Keg Permit required $ ☐

☐ Yes ☐ No Will there be any use of City Streets or Side Walks necessary? ***Street Use Permit is Required***

☐ Yes ☐ No Will your event require a City dumpster? ***(Cost: $70.00 dumpster fee + $40.00/hr. labor - 4 hr. minimum)***

☐ Yes ☐ No Will your event require electricity? ***(Cost: $52.42/hr. - 4 hour min.)***

☐ Yes ☐ No Have you made provision for on-site security? ***Police may be required***

☐ Yes ☐ No Have you made any provision for on-site medical services?

If yes, explain

* **Cleanup Fee - If a city facility is left untidy there will be a fee imposed - $160 labor - Checks made out to the City of Stamford. The Applicant cannot receive future permits until fines have been paid.**

* **Violation of city ordinance or park regulations will result in denial of future special events permits/fines.**

1. ***If the Special Event is to be held in a City Park, the approval of the PARKS & RECREATION INTERNAL COMMITTEE is required before any additional steps are completed.***
2. ***If food is going to be served , a HEALTH DEPARTMENT signature is required.***
3. ***If Showmobile/Stage is required, additional labor and rental fees are required.***
4. ***If a Special Event requires use of the Pavilion, a separate Pavilion RESERVATION is necessary. Additional fees must be paid.***
5. ***Certificate of insurance is required. See attached.***
6. ***There is NO amplified sound allowed in City Parks.***
7. ***No Commercial Events/Activity.***

Signatures Required before Permit is Approved:

To hold a Special Event in a City Park, the approval of the PARKS & RECREATION INTERNAL COMMITTEE is required first. To get on the agenda for the next Committee meeting, a request letter outlining the event and the Special Event Application are required to be submitted to the Cashiering & Permitting Division.

You must submit this application to the Parks & Recreation staff for approval. If this application is rejected by staff, it may be appealed to the Parks & Recreation Commission. If approved, you need to collect all the remaining signatures on the Special Event Application and return it to the Cashiering & Permitting Division at least 30 days before the event. Payment of all permit fees is required when the application is submitted to the office.

☐ PARKS & RECREATION COMMISSION: Date

Chairman

☐ RECREATION SERVICES: Date

Laurie Albano (1st Floor) 203-977-4690

☐ TRAFFIC ENGINEER: Date

Mani Poola (7th Floor) 203-977-4237

☐ POLICE DEPT/AUXILIARY SVCS: Date

Extra-Duty Police Detail @ Police Dept. 203-977-4425

☐ FIRE MARSHALL Date

Charles Spaulding (7th Floor) 203-977-4786

☐ BUILDING DEPARTMENT: Date

Robert Demarco (7th Floor) 203-977-5700

☐ RISK MANAGER Date

Ann Marie Mones (10th Floor) 203-977-4083

☐ PARK FACILITIES Costs Date

Kevin Murray 203-977-4606

☐ SOLID WASTE DEPT Costs Date

Dan Colleluori 203-977-4117

☐ HEALTH DEPARTMENT Date

Eden Huang (8th Floor) 203-977-4228

☐ DIRECTOR of OPERATIONS Date

Ernie Orgera (10th Floor) 203-977-4141

☐ TRAFFIC ADVISORY COMMITTEE Date

Chairman

* Permit does NOT include guaranteed use of any ball fields in parks nor does it waive unauthorized vehicles from restricted areas.

* City Parking Permits (Beach Stickers) are required from May 1st through September 30th, at Cove Island, Cummings Park, West Beach and South Field Park. One day parking permits are available for purchase if event is within this time frame.

* Area MUST be left clean, and garbage disposed of by group using facility.

* Services provided by the City MUST BE PAID IN ADVANCE by the applicant to the individual Departments.

* Approved permit MUST be available at event to be shown to any City of Stamford official.

* Special Event application fee is $

Must be signed by responsible officer of organization/company. If other than an individual applicant. Signature represents that the group will adhere to all Federal, State, and Local Laws, Rules, and Policies.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the rules and regulations of the City of Stamford. I understand that failure to do so may result in the cancellation of the event, the denial of future permits, plus any other legal action deemed appropriate.

_____ Date
Applicant

_____ Date
Cashiering & Permiting

PLEASE SUBMIT COMPLETED APPLICATION WITH PAYMENT TO C&P FOR FINAL APPROVAL. UPON PAYMENT, A RECEIPT AND OFFICIAL SPECIAL EVENT PERMIT WILL BE ISSUED. COPY OF THIS APPLICATION IS NOT PROOF OF PERMISSION TO HOLD YOUR EVENT.