



CITY OF STAMFORD
Cashiering & Permitting Div.
 888 Washington Boulevard Stamford, CT. 06901
 (203)977-4692 * (203)977-4979

Authorized to go to
 P. & R. Commission
 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

Circus/Carnival Exhibit/Special Attraction Athletic/Recreational

Wedding

Walk-a-thon

Flag Raising

Other

Organization: _____

Contact Person: _____

Address: _____ City _____ State _____ Zip Code _____

Telephone (s): _____

E-mail Address: _____

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: _____

Yes No

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

 Will the event be advertised? Explain:

 Is the applicant a non profit entity? If yes, provide current tax exemption certificate.

 Are you charging admission? How much: _____

 Are you erecting a tent? **Additional permit from Building Dept. & Fire Marshall is required**

 Are you serving food? **Additional permit from Health Dept. is required**

 Are you serving beer? **Cans only and/or Keg Permit required (\$ _____)**

 Are you having food and/or merchandise for sale?

 Will any roads need to be closed or any traffic devices needed? **Street Use Permit is required**

 Will your event require a City dumpster? **(Cost: \$70.00 dumpster fee + \$160.00 labor)**

 Will your event require electricity? **(Cost: \$60.00 per hour/ 4h. min.)**

 Have you made any provision for on-site security? **Police may be required**

 Will you be requesting a Podium or P.A. system?

 Have you made any provision for on-site medical services? If yes, explain:

1. If the Special Event is to be held in a City Park, the approval of the PARKS & RECREATION COMMISSION is required.
2. If food is going to be served and/or sold, a HEALTH DEPARTMENT signature is required.
3. If Showmobile/Stage, Podium or P.A. system is required, additional labor and rental fees are required.

4. If Special Event is at Cove Island Park and the Pavilion is requested, a separate COVE PICNIC RESERVATION is required. Additional fees must be paid.
5. Certificate of insurance is required. See attached.
6. There is NO amplified sound allowed in City Parks.

Signatures required before permit is approved:

To hold a Special Event in a City Park, the approval of the PARKS & RECREATION COMMISSION 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 will have to attend the Commission meeting and present the event plan to the members. 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:**

RECREATION SERVICES: _____ **Date:**
_____ Laurie Albano (1st. floor) 203-977-4690

TRAFFIC DIRECTOR: _____ **Date:**
_____ Josh Benson (7th. floor) 203-977-4133

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 DEPT.: _____ **Date:**
_____ Robert Demarco (7th. floor) 203-977-5700

RISK MANAGER: _____ **Date:**
_____ Ann Marie Mones (10th. floor) 203-977-4083

PARK FACILITIES: _____ **Date:** _____

Kevin Murray 203-977-4606 **Costs:** _____

SOLID WASTE DEPT.: _____ **Date:** _____

Dan Colleluori 203-977-4117 **Costs:** _____

HEALTH DEPT.: _____ **Date:** _____

Eden Huang (8th. floor) 203-977-4228

- 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.
- Area MUST be left clean, and garbage disposed off by group using the 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.

APPLICANT: _____ **DATE:** _____

Cashiering & Permitting: _____ DATE:

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.

Revised 12/15