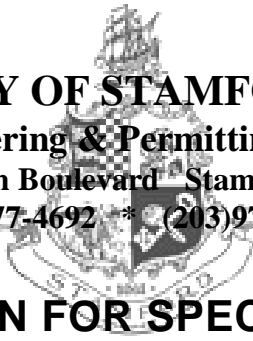


**CITY OF STAMFORD**  
**Cashiering & Permitting Div.**  
888 Washington Boulevard - Stamford, CT. 06901  
(203)977-4692 \* (203)977-4979



**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: \_\_\_\_\_

Application for Use of:

\_\_\_\_\_

Event Title: \_\_\_\_\_

Describe in detail activities planned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. is required**

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

Are you serving beer?

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**

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

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 before any additional steps are completed.**
- 2. If food is going to be served and/or sold, a HEALTH DEPARTMENT signature is required.**
- 3. If Showmobile/Stage is required, additional labor and rental fees are required.**

4. If Special Event is at Cove Island Park and the Pavilion is required, a separate COVE PICNIC RESERVATION is essential. Additional fees must be paid.

5. Certificate of insurance may be required. See attached.

**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 two weeks 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 (1<sup>st</sup>. floor) 203-977-4690

**TRAFFIC ENGINEER:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_ Manni Poola (7<sup>th</sup>. floor) 203-977-4237

**POLICE DEPT. /AUXILIARY SVCS:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_ Sergeant Paul Vaccaro @ Police Dept. 203-977-4425

**FIRE MARSHALL:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_ Barry Callahan (7<sup>th</sup>. floor) 203-977-4786

**BUILDING DEPT.:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

RISK MANAGER: \_\_\_\_\_

Date:

Ann Marie Mones (10<sup>th</sup>. floor) 203-977-4083

PARK FACILITIES: \_\_\_\_\_

Date:

Marc Lyons (185 Magee Ave.) 203-977-4537

HEALTH DEPT.: \_\_\_\_\_

Date:

Zamedin Riyasat/aka: Kahn (8<sup>th</sup>. floor) 203-977-4381

- 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 1<sup>st</sup> through September 30<sup>th</sup>.
- 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 posted at event.
- Special Event application fee is \$25.00

**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 permit applications 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.**