



## Keystone Novelties Distributors, LLC

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May 13, 2022

Town of Newington  
200 Garfield Street  
Newington, CT, 06111

Attn: Planning and Zoning Commission,

We are in the process of planning for our annual Fourth of July tent sales. I have included in this package everything that I believe is necessary for the purposes of applying for our permit. Below is an outline of our intended event & supporting documents provided with this submittal.

Location/Hours & Documents:

- **Location of Sale: (205 Kelsey st. Newington, CT 06111)**
- **Sale Dates: 6/24/2022 through 7/5/2021**
  - Tent is set a few days before & site is clear by July, 10th
  - Hours of Operation: 9am to 9pm Daily, 9am to 10:30pm on the 3<sup>rd</sup> & 4<sup>th</sup>.
- **Application(s) included: Zoning Review Hearing**
- **Letter of Permission: Copy of signed lease**
- **Plot Map Diagram: Showing proposed tent location on the property (4 Copies)**
- **Tent Layout: Showing tables and exits,**
  - The tent is installed by professional rental company and will be anchored per manufacturers instruction approximately every ten feet around the perimeter of the tent.
- **Flame Retardant Certificate: Copy of the tent fabric flame certificate**
- **Insurance Certificates: Liability &/or Workers Comp Ins. Certs. attached**
- **Fees: If no check is included, please provide amount & instructions for prompt payment.**

The tent will be put up a few days in advance and removed as soon as possible after July 5<sup>th</sup> but no later than July 10<sup>th</sup>. We post "No Smoking" & "Exit" signs at all egress points and always have (2) fire extinguishers on hand.

Should you have any questions or if anything has changed for this year, please call or email me at 717-390-0844 or [permits@keystonenovelties.com](mailto:permits@keystonenovelties.com).

Respectfully,

Alex Mutzabaugh  
Field Operations Manager  
Keystone Novelties Distributors, LLC