



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

EVENT APPLICATION

A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED.

Function Name: _____

Location: _____

Date(s) : _____

The following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ email address: _____

Sponsor/ Organization Name: _____

Sponsor/ Organization Address: _____

Times of Events

	From	To
Set Up and Prepare		
Actual Event		
Clean Up and Close		

Estimated Attendance Figures

Participants	
Vehicles	
Volunteers	

Event Description: _____

Is the event located on or does it utilize property owned by the Town of Newington? _____

If yes, both a letter of permission from the Town Manager and a Certificate of Insurance for \$1 million per incident must be attached.

Is the event located on or does it utilize private property? _____. If yes, the following information must be completed.

Note: See Section 3.2.8 Zoning Regulations for Special Exception application to the Town Plan and Zoning Commission.

Property Owner(s) Name and Address:

Phone Number _____

The property owner(s) original signature(s) must be provided below indicating permission to use premises.

Special Features

Will the event include any of the following? Yes No If yes, the event features may require an inspection and/or special permit from the Building, Fire and/ or Health Departments.

SPECIAL FEATURE	YES	NO
Tents/ Canopies		
Open Flame/ Cooking		
Fireworks		
Temporary Fencing/ Structures		
PortaPotties/ Waste Control		
Food/ Beverage Service		
Electrical Services/ Generators		
Carnival/ Amusement Rides		
Inflatables		
Street Closure		
Sidewalk Closure		
Public Parking Lot Closure		

ALCOHOL

Will there be alcohol at the event? Yes No **PLEASE NOTE THAT ALCOHOL IS PROHIBITED ON SOME TOWN OWNED PROPERTY.**

Type(s) of alcohol _____

Will the alcohol be given away? Yes No

Will attendees be permitted to bring their own alcohol? Yes No

Has a liquor license been obtained? Yes No A copy of the license must be attached.

INSURANCE REQUIREMENTS

A Certificate of Insurance naming the Town of Newington as an additional insured MUST BE ON FILE with the Director of Administrative Services at least ten (10) days prior to the actual event. Insurance is to be in limits of not less than \$1 million combined single limit personal injury and property damage covering owned and non-owned auto liability, premise liability and comprehensive general including product liability where indicated. If liquor is served, an additional \$2 million liquor liability policy is required naming the Town as additional insured. A separate Certificate of Insurance for \$1 million is required from all carnival and amusement companies. Copies of all Certificates of Insurance required must be provided and must show the name of the event and dates of the coverage prior to the issuance of the event permit. For more information on insurance requirements, please contact Mr. Jeff Baron, Director of Administrative Services, at (860) 665-8510. All companies must be licensed or authorized to conduct business in Connecticut.

CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Newington and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

Signature of Authorized Agent of Applicant _____

Print Name Here _____

Date _____

TOWN STAFF REVIEW

The Applicant must contact the following Town Staff to process and execute the application.

OFFICIAL	COMMENTS	GRANTED/ DENIED	SIGNATURE
Building Official (860) 665-8580			
Parks and Recreation Superintendent (860) 665-8666			
Police Chief (860) 594-6201			
Public Health Coordinator/Inspector (860) 665-8588			
Lucy Robbins Welles Library 860-665-873			
Senior and Disabled Center 860-665-8778			
Fire Marshal (860) 667-5910			
Town Manager (§14-2) (860) 665-8510			
Zoning Compliance Officer (last to sign) (860) 665-8575			

Please send final copy to Town Manager's office for record retention. Thank you.

**TOWN OF NEWINGTON
EVENT APPLICATION**

An Event Application shall be filed for (a) any event that is held on Town owned property; and / or (b) all special events as defined by Town Code of Ordinances §14-2 and Town of Newington Zoning Regulations §3.2.8.

Town Code of Ordinances §14-2 – “*Special Event*”: Any public gathering, other than the normal day-to-day operation of existing commercial enterprises, of more than four thousand (4,000) persons assembled at one time for one particular event. Any such public gathering held or sponsored by the Town, any agency thereof, or the Board of Education, shall not be a special event within the meaning of this chapter.

Zoning Regulations §3.2.8: A *Special Exception Permit* shall be required for a use that is for charitable purpose or for the direct support of said local charitable, civic or religious group; such use shall be limited by restrictions and/ or conditions as the Town Plan and Zoning Commission may impose. Permit shall be for such times as the Town Plan and Zoning Commission determines reasonable, but in no case longer than ten (10) days. Applicants must file a separate application for this permit through the Planning Department.

The following shall serve as a guide in preparation of your application:

- If the event is to take place on Town of Newington property, permission must be granted from the Town Manager for each event (i.e., yearly or annual events). Requests should be submitted in writing a minimum of 60 days before the event.
- Signage: All signs and banners must be removed within 24 hours from the site and any posted areas following the event.

DEPARTMENT	CONSIDERATIONS
Police Department	<ul style="list-style-type: none"> • Need for the police detail to conduct order, maintenance, security and traffic control. • Ascertain what crime prevention/ security measures must be implemented prior to the event. • Investigate the legality of the event and the applicant’s fitness to be in control of the event. • Review of the traffic plan and impact to surrounding commercial and residential areas.
Fire Marshal	<ul style="list-style-type: none"> • Determine if the proposed use will comply with the State Fire Safety Code. • Applicant must provide such plans, drawings, specifications and information that the Fire Marshal requests. • Determine what fire prevention and emergency medical readiness shall be required prior to the event.
Building Official	<ul style="list-style-type: none"> • Ascertain what provisions of the Connecticut State Building Code must be complied with prior to the commencement of the event.
Zoning	<ul style="list-style-type: none"> • Ascertain what provision of the Zoning Regulations must be complied with prior to the commencement of the event.
Health	<ul style="list-style-type: none"> • Number of portable toilets required. • Food preparation • Ensure food handling is in compliance with all state and local regulations. • §19-13-B81-B96 Connecticut Public Health Code specifically regulates “Mass Gatherings” which are defined as an assembly of 3,000 or more persons at a stated location for a period of eighteen or more consecutive hours.
Parks and Recreation	<ul style="list-style-type: none"> • Availability of facility/ park. • Coordination of services. • Ascertain the need for additional refuse collection, use of utilities, and impact on public use of parks. • Determine if there is a need for a security deposit and all applicable fees and charges • Confirms cancellation/postponement due to weather conditions.

