CITY OF HARTFORD
APPLICATION FOR A SPECIAL PERMIT

A special permit is required for any event held on City property, City buildings and/or Private Property that requires specific City or State permits or authorizations, as well as the use of City services and assets. The special permit is required to ensure the health, safety and welfare of event participants, residents and visitors, and to minimize the financial and legal risks to the Event Organizers and the City. Special events include parades, sporting events, concerts, theater productions, celebrations, outings, weddings ceremonies and fairs, among others.

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Application Submission

This application may be submitted via mail or fax.

Mailing Address:

CITY OF HARTFORD
DEPARTMENT OF LICENSES AND INSPECTIONS
260 CONSTITUTION PLAZA
HARTFORD, CONNECTICUT 06103-2913
PHONE#: 860-757-9200 Fax Number: (860) 722-6374
ATTENTION: Angella Stevens

Please complete and submit *ALL* the sections of the application that pertain to your event.

Applications for a Special Permit shall be filled not less than 30 days or more than 1 year before the date of the event.

Applications filed less than 60 days in advance will be subject to a late fee of $50. The late fee must accompany the application (Checks must be made payable to the City of Hartford).

Applications must be COMPLETED IN FULL either printed or typed. Incomplete applications will be returned.

If the use of the Riverfront Plaza, Riverside Park or Charter Oak Landing is desired, please also contact Riverfront Recapture at (860) 713-3131. Prior signoff is required.

For wedding ceremonies in Elizabeth Park this special permit is not needed. Instead, please contact the Department of Public Works/Parks Division at (860)757-4943 for requirements.

FOR QUESTIONS: Contact Kejuan Dillard, Special Events Coordinator at: (860)757-9732

Application Sections

This application for a Special Permit is structured in seven sections that request specific information about your organization, group and planned event. The sections are designed to gather as much pertinent information as possible so that you as an event organizer will have a better understanding of your event. In addition this will make it possible for the City departments to help provide you the necessary approvals and support to conduct a successful event. Not all sections are applicable to every event. Please complete all the sections that apply to your event.

Section A — **Permit and Applicant Information**

- Type of permit requested
- Event description
- Special considerations
- Hold harmless agreement

Section B — **Park Events**

- Park requested
- Type of event
- Specific details
- Insurance requirements

Section C — **Parades & Street Closures**

- Parade/Street Closures
- Participants
- Staging, assembly and parade speeds

Section D — **Concerts**

- Type of concert or performance
- Specific Details

Section E — **Equipment & Facility Requests**

- Bushnell Park Pavilion
- Equipment and rates
- Clean up rates

Section F — **Fee Waiver Requests**

- Fee waiver requests

Costs for the use of City property and buildings, as well as for City services and equipment are the responsibility of the event sponsor and are payable prior to the event.

Section A: Permit and Applicant Information
(To be completed by all applicants)

Type of Permit Requested (More than one may apply)
Park Permit (Complete section B)
□ Run/walk □Parade □Procession □Block Party □Other_____
(*Complete section D also)

Parade & Street Closure Permit (Complete section C)
□Run/walk □Parade/Procession □Block party □Other _____

Name of Organization Sponsor: _____

Organization's full address:
_____
Provide mailing address if different:
_____
Organization's phone: Fax:_____ Website:_____
Primary contact name: Phone:_____
Primary contact e-mail: _____
Primary contact on-site on event day: Pager/Cellular: _____
Is the benefiting organization a for-profit or not-for-profit organization?
_____For-profit ___Not-for-profit
Name of person\organization applying for the permit if different than the organization sponsor:
Relationship to Sponsor:_____

EVENT DESCRIPTION
Estimated attendance: _____
**Please provide a realistic estimate so we may accurately gauge the number of police and other city services that will be required.

Title of event:_____
Location(s) of event: _____
Date(s) of event: _____
Actual hours of event: _____□AM□PM _____□AM□PM
Set-up times:_____ □AM□PM _____□AM□PM
Take-down times: _____□AM□PM _____□AM□PM
Will you be charging fees or selling tickets? Yes_____ No_____
Is the event being held on private property? Yes_____ No_____

** Rain dates for events will be determined by the City of Hartford.

Has this event be held before? Yes_____ No_____ If yes, please provide details including previous name, date, and if there are significant change for this year's event._____

_____

_____

Special Considerations

Parking

a. What arrangements have been made for participant parking?

_____

_____

b. What arrangements have been made for volunteer staff parking?

_____

_____

c. Is handicapped parking needed? Yes_____ No_____ If yes, provide details

_____

_____

d. Do parking meters need to be "bagged" (covered) to prohibit parking? Yes_____ No_____

Fireworks, Pyrotechnics, Amusement Rides and Animals

Will there be fireworks, pyrotechnic special effects and/or amusement rides and/or animals planned as part of the Event?
Yes_____ No_____
If yes, the City's Special Events Coordinator will provide additional requirements.

Food, Beverage, and Alcohol Requirements

Will there be food and/or beverages? Yes _____ No_____
If **yes, temporary** permits will be required. Failure to do so will result in the exclusion of unlicensed food and/or beverage vendors from your event. The Special Events Coordinator will provide additional requirements.

Will food and/or beverages be **sold**? _____ Yes _____No
Centralizing money exchange locations will greatly reduce police costs.

List the name, address and the telephone number(s) of the contact person (**food service coordinator**) who will coordinate food for your event.

_____

_____

_____

The food service event coordinator must contact The City of Hartford Health Department at (860) 543-8815. State and City Public Health Code requirements must be met for all food service operations. A health inspection may be conducted prior to the event.

Food service vendors must contact The City of Hartford Division of Licenses & Inspection at (860) 757-9200 for a Temporary Food License permit *APPLICATION* **10 business days** before the event. Applicant must apply in person. Fee is $50.00 per vending station payable cash or check only.

There shall be no home cooking or home preparation of food offered at temporary food service events. All foods must be obtained from a licensed and permitted retail or wholesale food distributor.

Definitions:

- **"Participant" is the food vendor and its employees/staff.**
- **"Audience" is the public who will take part in the event.**
- **"Temporary Food Service" is any food service establishment that operates at a fixed location for a temporary period of time, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering.**

Are your temporary food event participants any of the following, check all that apply:

1.) Professional events caterer _____
2.) Restaurateur or licensed food service facility _____
3.) Current permitted mobile food vendor_____
4.) Social or civic organization/group_____
5.) Volunteer_____
6.) Other_____

b. Food to be served

Hot food	Yes_____	No_____
Cold food	Yes_____	No_____
Hot beverage	Yes_____	No_____
Cold beverage	Yes_____	No_____
Prepackaged food	Yes_____	No_____
Food processed on-site	Yes_____	No_____

Alcohol

Will any alcohol beverages be sold or dispensed for free? Yes_____ No_____
If yes, the City's Special Events Coordinator will explain any additional permit and insurance requirements. Temporary event permits will be required. Failure to do so will result in exclusion of selling and/or serving alcohol beverages.

Sanitation

Portable Sanitary Facilities: Sanitary facilities are required for all events in the park with 50 or more persons. ADA facilities are required at all events. (Guidelines: 500 participants = 2 regular and 1 ADA portable sanitary facility.)
List the company providing sanitation service: _____
_____
_____

Hand Washing Stations: Hand washing stations or antibacterial soap is required for the public. Each vendor site must have a hand wash station with running water for food service participants.
List the company providing sanitation service: _____
_____
_____

Drinking Water: Drinking water must be available to all participants at no cost. What arrangements have been made for drinking water?

_____

_____

Structures

Will any structures, such as booths, tents, stages or bleachers, need to be built or erected for use during the event? Yes_____ No_____

If yes, provide details_____

Police, Safety and Security Considerations

a. **Will money be exchanged?** Yes_____ No_____

b. **Will you be making bank deposits?** Yes_____ No_____
If yes, will you need a police escort? Yes_____ No_____

c. **Will you need police overnight security before, during or after the event?**
Yes____ No____
If yes, please provide details including hours needed _____

_____

d. **Do you have any special police needs?** Yes_____ No_____ If yes, please provide details

_____

_____

e. **What arrangements are you planning for emergency medical and ambulance services?**

_____

_____

f. **Do you have any special events or effects planned (e.g., canon firings, confetti canons, flyovers, etc.)?** Yes_____ No_____ If yes, please provide details.

_____

Adherence to Event Schedule

The Event Sponsor is responsible for adhering to the approved event schedule, including the set-up and breakdown schedule. The Event Sponsor may incur substantial, additional costs if the event schedule is changed or not followed.

Hold Harmless Agreement

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize City Streets, Parks, Equipment and/or Services.

PLEASE PRINT:

Applicant, _____, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless the City of Hartford and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fees) arising out of injuries to any person, party, entity or property, that may arise as a result of any occurrence, negligence or otherwise during the Applicant's use.

Applicant's Signature _____

Date_____

I am the authorized legal agent to represent and sign for the group or organization sponsoring the event. I affirm to the truth in the statements in this application.

_____

Signature of Applicant

Applicant's Relationship to Sponsor_____

_____

The City of Hartford does not discriminate on the basis of disability in the provision of any of its programs, activities or services.

Section B Park Events

(To be completed and attached for park events only)

1. Park Requested

Indicate the name of the park and exact location in the park for the requested permit.

☐Bushnell ☐Charter Oak Landing* ☐Colt ☐Elizabeth
☐Goodwin ☐Keney ☐Pope ☐Riverfront Plaza*
☐Riverside Park* ☐Other_____

*Requires prior Riverfront Recapture signoff.

_____
_____
_____
_____

2. Type of Event

Indicate type of activity such as a concert (Complete Section D also), festival, fair, walk-a-thon, etc. Describe in as much detail as possible.

_____
_____
_____
_____
_____

3. Amusement Rides and Animals

a. Will there be amusement rides? Yes_____ No_____

b. Will there be animals involved or a petting zoo? Yes_____ No_____
Current rabies certificates are required.

4. Vendors merchandise

Will vendors be selling merchandise? Yes_____ No_____
If yes, please provide detail _____
_____

5. Tents

Will your event require tents? Yes_____ No_____
If yes, how many? _____ Size_____ Size_____ Size_____ Size_____

6. Clean Up Requirements

The applicant is responsible for clean up. If clean up is to be provided by a contractor or organization, please indicate its name, address, and telephone number.

_____
_____
_____

7. Surety Bond and/or Deposit

A minimum $2,500 Surety Bond or Certified Check, payable to the City of Hartford Parks Maintenance Division will be required at least two (2) weeks in advance to offset turf/lawn damaged; misuse of park equipment, or litter/garbage pick-up for all park events. This requirement is primarily for large park events such as concerts, festivals, carnivals, marathons, etc., and may be waived totally or partially for small groups or organizations with limited resources, on a case-by-case basis depending on the nature and scope of the event.

Waiver of the Surety Bond or Certified Check does not in any way waive the rights of the City of Hartford against the sponsor nor does it relieve the sponsor of its responsibility or its liability for turf/lawn damage, misuse of park equipment or litter/garbage pick-up.

The Dept of Public Works/Parks Division, reserves the right to increase the dollar amount of the Surety Bond/Certified Check requirement for all park events.
NOTE: The surety bond or certified check may be held up to 30 days to assess park and irrigation system damage.

Section C Parades & Street Closures

(To be completed and attached for parades and street closures only)

1. Parade/Procession Route or Street Closures

Starting point: _____ Termination point: _____

Provide details (map is preferable) of the travel route: _____ _____

_____

_____

_____

_____

_____

_____

Significant changes to approved routes will result in additional charges.

Will you be using the sidewalk? Yes_____ No_____

Will you be using the street? Yes_____ No_____

If yes, which lanes? All lanes_____ Left Lanes_____ Right Lanes_____

2. Participants

Approximate number of persons, vehicles and animals to be in the parade/street closing:

_____

Include the type of animals and a description of the vehicles, etc.

_____

_____

_____

_____

_____

3. Staging, Assembly, and Parade Speed

a. Location

Location of assembly area: _____

Location of disassembly area: ___ _____

Will there be a reviewing stand? _____Yes _____No

If yes, where will it be? _____

Limit is one viewing stand per parade

b. Time

Time units of the parade will begin to assemble in the assembly area: _____

Time the assembly area will no longer be neede____ _____

_____

c. Speed

Minimum speed:_____ maximum speed:_____

Maximum interval to be maintained between units: _____

Maximum length of the parade in miles: _____

_____

Section D Concerts and Performances
(To be completed and attached for concerts only)

1. Type of Concert or Performance and Schedule

a. Describe the type of concert or performance (classical, country, folk, jazz, rock, etc.)

_____

b. Indicate the full name and business address of the performing group(s) or its management company: (Use an additional page if necessary)

_____

_____

_____

c. Provide the performance schedule including the following:
When will the performance begin? _____
When will it end? _____
When will the performers arrive? _____
When will the performers depart? _____

2. Admission Fees, Attendance and Expected Age Group

a. Will an admission fee be charged? _____ Yes _____ No
b. How many people do you expect to attend the concert? _____
c. What is the expected age group? _____

3. Performing Group's Past Performance History

a. Person(s) who may be contacted to give information regarding previous group performances:

_____

b. Where and when did the performing group(s) last hold a concert?

_____

_____

c. Approximately how many persons attended? _____
d. Was an admission fee charged? _____ Yes _____No
e. What type of security was required at the last performance?

_____

_____

_____

4. Performer Requirements

a. When and where will the performers arrive?

_____

b. How will security personnel be able to identify the performers? _____

_____

c. Will they need an escort? _____ Yes _____No If yes, provide details

_____

_____

d. Where will performers park? _____

_____

5. Special Considerations

a. Please describe any event details that may require special consideration in considering your application.

_____

_____

Section E Equipment & Facility Requests and Costs
(To be completed and attached if City equipment is needed)

City equipment that may be requested, if available, is listed below. Costs are listed for each item. There may be additional costs for staff expenses, if staff is required to work overtime to set up equipment or provide services during the event.

1. **Bushnell Park Pavilion** Yes ____ No____
   ($160 + $90/hour)

2. **Staging** Yes ___ No___ If yes, what size?
   10x10____16X16*____ 16X32*____ Stationary staging (where available) _____
   ($400) ($900) ($1600) ($300)
   ***Inspection is required**

3. **55 Gallon Trash Barrels** Yes____ No____ How many? _____
   ($450 for up to 25 Barrels) (Includes delivery, pickup, dumping and tipping fees)

4. **Fencing Installation Only** Yes____ No____
   Snow Fencing Installation (Labor Only)
   ($25/hour)

5. **Clean Up** Yes____ No____
   ($150/hour) (3 hour minimum = $450)

6. **Dumpsters** Yes____ No____ If yes, what size?
   (Includes delivery, pickup, dumping and tipping fees)

   ½ Ton ___ **1 Ton ___**
   ($100/day + tipping fee) ($200/day) + tipping fee

7. **Street Closing Fee** (Required for all street closing events)
   ($0.03/per square foot)

8. **Street Sweeper** (Required for all Parades)
   $200/hour (3 hour minimum = $600) Yes ___ No___

9. **Barricades** (May be required by City staff)
   (3 hour minimum = $475) Yes___ No___

10. **Parking Meters Covered** (May be required by City staff)
    ($136 - 3 hour minimum) Yes___ No___

11. **Mad Vac/Blower** (May be required by City staff)
    ($150 minimum charge (varies by job) Yes___ No___

Section F Fee Waivers & Payment

Fee Waivers

Certain events are eligible for a fee waiver of up to 50%. The Hartford Court of Common Council may grant fee waivers with a recommendation from the Public Works, Parks and Environment Committee.

Consideration for a fee waiver is based on the cost for city services to support the event, the organization sponsoring the event, and the goals of the sponsor. The Committee or the full Council may request additional information in order to determine the appropriateness of a fee waiver.

Event sponsors requesting a fee waiver must provide an event budget listing all income and expense items. Income should include any amounts received from vendors participating in the event, as well as any funds received from affiliated sponsors subsidizing the event. If the event is a fund-raiser for a charity or not-for-profit organization, the summary should include estimated net proceeds to the beneficiary.
Fundraisers for another organization may not be eligible for a fee waiver.

Within sixty days after the event, sponsors who received a fee waiver may be requested to submit an accounting of the event's income and expenses to the City's Events Coordinator. If net proceeds are greater than budgeted, the Council may reduce the fee waiver amount for the next year.

Also within sixty days after the event, sponsors representing that the funds, or a portion thereof, generated from the event will be used to benefit a charitable or not-for-profit organization, the sponsor may be requested to provide documentation that this representation has been fulfilled.

Questions on Fee Waivers should be directed to the City's Event Coordinator.

Are you or will you be requesting a fee waiver? _____ YES_____NO

PAYMENTS

Festival sponsors shall pay for all city services in advance except for those sponsors who:

1. Furnish proof that that they are a nonprofit organization;

2. Charge no admission to the event being sponsored.

Sponsors who satisfy the above requirements may request to pay fifty (50) percent of the cost to the city in advance.

Are you a non-profit organization applying for the 50% in advance payment schedule?

_____ YES_____NO