Town of Voluntown
Special Event Permit Application

Applicant and Sponsoring Organization Information

Please complete all data as required.

Name of Organization: ____________________________________________

Name of Applicant: _____________________________________________

Address: __________________________ City/Town: __________ State: ____ Zip Code: ______

Daytime Phone: (___) __________ Evening Phone: (___) __________ Fax #: (___) __________

E-Mail: __________________________________________________________

Web Page: ______________________________________________________

Manager ON-SITE during the event: ____________________________ Cell: (___) __________

Email: ___________________________________ Alt. Contact Name & Number: ______

Any change in the above information, please immediately notify the First Selectman's Office, Public Safety & Planning Department.

Special Event Information:
Complete all data as required for an event of any size.

Type of Event:  □ Event is open to the public.  □ Event is private.
                □ Run/Walk  □ Rally  □ Parade  □ Wedding  □ Sporting Tournament  □ Fair/Carnival
                □ Concert  □ Picnic  □ Other (specify): ________________________________

Event Title: ______________________________________________________

Event Date(s): __________________________ Estimated Attendance: __________________

Location of the Event (Describe physical boundaries, please include diagram(s) if available):

________________________________________________________________________

Name, Address, Phone Number and Email or the Owner of Record of the Property on which the
Public Gathering or Special Event is to
Occur: ___________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Actual hours of event: ________ AM/PM - ________ AM/PM
Set-up times: ______ AM/PM - ______ AM/PM | Take-down times: ______ AM/PM - ______ AM/PM

Description of event set-up: ____________________________________________

_____________________________________________________________________

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

Please indicate whether the following items pertain to your event.

Yes  No

Consult with Board of Selectmen, Fire Marshal, Uncas Health, Planning and Zoning, and the Building Inspector.

☐  ☐ Will this event generate any pedestrian traffic?
☐  ☐ Will this event need on-site parking?
☐  ☐ Will this event require any road closures or detours?
☐  ☐ Does this event require off-site parking?
☐  ☐ Will there be alcohol allowed at this event?
☐  ☐ If alcohol is allowed, is the applicant providing or serving the alcohol for revenue?

☐  ☐ Will this event provide food concession and/or on-site food preparation?
☐  ☐ Will the food that is being prepared, cooked, or served at the event area be available to the PUBLIC to consume?
☐  ☐ Do you intend to cook food at the event?
  Please specify heating source you will be using for food preparation.

☐  ☐ GAS ☐ ELECTRIC ☐ CHARCOAL ☐ OTHER: ________________________________

☐  ☐ Does this event require a first aid facility (ies) and/or ambulance (s)?
☐  ☐ Will you set-up table (s) and/or chair (s)? How many of each?: ________________________________
☐  ☐ Do you need to set-up fencing, barrier (s) and/or barricade (s)?
☐  ☐ Will there be booth (s), exhibit (s), display (s), and/or enclosure (s)?

☐  ☐ Will there be livestock?

<table>
<thead>
<tr>
<th>Additional Permits may be required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  ☐ Does your event require a Temporary Liquor Permit?</td>
</tr>
<tr>
<td>☐  ☐ Does your event require a permit from the Building Inspector? I.e. scaffolding, staging etc.</td>
</tr>
<tr>
<td>☐  ☐ Does your event require a Temporary Food Service License. See Uncas Health</td>
</tr>
</tbody>
</table>

☐  ☐ Will this event be providing entertainment? Please describe: ________________________________

☐  ☐ Will this event be advertised? If so, how?

Please include any advertising material you will publish. Please note, this event may not be advertised prior to the Special Event: Permit approval.
Is this event being sponsored by a third party? Will there be any vending or promotional activity going on during the event? Please describe: ________________________________

☐ ☐ Does this event require electricity? What will the source be: ________________________________

☐ ☐ Does this event require trash container(s) and/or dumpster(s)?

☐ ☐ Will this event require any vehicle(s) and/or trailer(s) to be stored on-site?

☐ ☐ Type and quantity: ________________________________

☐ ☐ Does this event require a banner(s)?

☐ ☐ Does this event require portable toilet(s)? If yes, please provide contact info for company providing units: ________________________________ Number of units: ___

☐ ☐ Will this event provide inflatable device(s) and/or amusement(s)? Please describe and include the source of inflation: ________________________________

☐ ☐ Does this event require amplified sound? If yes, please indicate the following:

START TIME: ______ and END TIME: ______

Please refer to Town Ordinance for Noise Ordinance.

Other Permits & Fees:
Please note, all components of this event are subject to review and approval by the Board of Selectmen. This event may require additional review and/or approval and/or permits from other town departments/commissions and/or state agencies. The Board of Selectmen approval does not constitute permission from all agencies. It is the responsibility of the applicant to secure all necessary permits from the Town of Voluntown and/or the State of Connecticut.

In the event that Public Safety and/or State Police personnel are assigned, the applicant understands they are responsible for these costs.

Insurance Requirements (Town owned Parks and Facilities only):
The permittee shall furnish a certificate of insurance affording general liability coverage, protecting from and against bodily injury and property damage, and affording coverage for premises and completed operations liability. The General Liability coverage shall include the Town of Voluntown, its directors, agents or employees as additional insured’s and should include the additional insured endorsement with the documentation. The First Selectman reserves the right to require increased Liability coverage limits depending on the size and scope of the facility use by the permittee and also reserves the right to waive the need for this insurance. Any individual should furnish a hold harmless agreement.

Affidavit of Applicant:
Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Board of Selectmen. All programs and facilities owned by the Town of Voluntown are open to all citizens regardless of race, sex, age, color, religion, national origin or handicap.

Name of Applicant: ________________________________

(print)

Signature: __________________________________________ Date: __________________

The Town of Voluntown reserves the right to amend this permit or application process based on special or unique events and/or circumstances.
Applicant shall review this section.

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Board of Selectmen</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Selectman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Public Works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning and Zoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncas Health District</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Inspector</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Marshal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation Commission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Event notes:

This is event has been

- [ ] Approved
- [ ] Denied
  
  First Selectman
  
  Date
Town of Voluntown
Special Events Policy

Purpose.

The regulation of certain special events and the supervision of such events are hereby declared necessary for the protection of the health, property, safety and welfare of the residents of the Town of Voluntown.

When Permit Required.

When any planned event may have the potential for the creation of a public nuisance or a threat to public safety, as evidenced by the existence of one of the following conditions:

a. Will require parking for more than one hundred (?) motor vehicles; or

b. Can reasonably be expected to be attended by more than two hundred fifty (250) people in total, whether all at once or over the course of the event;

The operator or sponsor of such event shall, at least thirty (30) days before the start of the event, submit to the First Selectman or Land Use Officer, in writing, a detailed description of the event including the location and hours of operation of the event, the admission charge, if any, the anticipated attendance, parking arrangements, whether or not beer or liquor will be served or permitted, the type of entertainment, if any, that will be required and written consent of the property owner. (the "required information")

Upon receipt of the required information the First Selectman shall determine whether or not the event poses a potential for the creation of a public nuisance or constitutes a threat to public safety. The First Selectman may request additional information from the operator or sponsor in order to make such determination.

If the First Selectman or Land Use Officer shall reasonably determine that the event does not pose the potential of a public nuisance or a threat to public safety, then an event permit shall be issued without the submission of an application as described in below for a fee.

If the First Selectman or Land Use Officer, upon review of the required information and other conditions such as: (1) anticipated traffic, (2) the potential for noise or unreasonable disturbance of nearby property owners, and (3) the nature of the event, make a determination that the event poses a potential for the creation of a public nuisance or a threat to public safety, then an event permit application as described in subsection 4-2.3 below, shall be required.
TOWN OF VOLUNTOWN
Special Events Policy

A decision as to whether or not an event permit application is required shall be made within five (5) business days following the submission of all the required information and any additional information requested by the First Selectman or Land Use Officer. A business day shall be any day on which the Town Hall is open.

Event Permit Application Requirements.

Upon a determination that an event permit application is required, the application shall be submitted to the First Selectman that shall include:

a. A site plan of the event location, indicating the location of parking and, if applicable, food preparation and service areas, sanitary facilities, entertainment areas and seating as well as anticipated traffic circulation;

b. If food is to be served, required permits or other approvals from the Uncas Health;

c. Proof that a notice has been sent to abutting landowners advising of the time and place of the event and the fact an event permit application has been submitted;

d. If alcohol is to be sold, a copy of the permit from the Connecticut State Liquor Control Commission;

e. The location and the type of any loudspeakers or sound amplification equipment; and

f. A written communication from the State Police that the details of the event have been discussed with the office together including any recommendations to guard public safety that the State Police determines to be reasonably necessary.

4-2.4 Issuance of Event Permit after Application.

Once a determination has been made that an event permit application is required, no special event shall be held without first obtaining an event permit from the First Selectman.

The event permit may be issued subject to conditions including but not limited to:

a. The employment of police officers and security personnel, and the implementation of parking controls both on and off site or other requirements to protect the public before, during and after the event;
b. Any recommendations from the Chief of the local Fire Department, the Fire Marshal, the Land Use Officer, the Connecticut State Police or other professional sources;

c. A limitation on the hours of operation and the number of attendees;

d. Requirements for the cleanup of any public property that may be impacted by the event;

e. The posting of a bond to indemnify the Town of Voluntown for the costs of any cleanup of public property or the expense of specific services rendered by the Town or its employees or contractors as a result of the event.

f. The First Selectman shall have the power to revoke any Event Permit issued hereunder for due cause which shall be deemed to include, but shall not be limited to, false information in the application for a special permit or failure of the applicant to comply with the terms of the permit.

**Exemption.**

This section shall not apply to any event:

a. Which is held upon premises that has been granted a special permit as an "Event Facility, by the Voluntown Planning and Zoning Commission, so long as all the requirements of the Special Permit are met;

b. Organized or sponsored by the Town of Voluntown, its Board or Commissions or the local Fire Department;

c. Which is subject to the provisions of Section 19a-435 - 19a-443 of the Connecticut General Statutes.

**Penalty.**

A violation of this section shall be deemed an infraction and punishable by a fine not greater than five hundred ($500.00) dollars for each offense.
ADMINISTRATIVE POLICY FOR TEMPORARY SPECIAL EVENTS

1. A sponsor of a temporary special event may pick up an application from the Planning Department or print one from the website @ www.voluntown.gov. The applicant is responsible for obtaining the signature of the record owner of property on which the event will be held. In the case of Town-owned property, the applicant would obtain the signature of the Town Manager.

2. The applicant is responsible for submitting the necessary plans and documents to the Planning Department, Health District, Fire Marshal, Building Official, and Police Department, in that order.

3. The applicant shall provide the required information to the Uncas Health District, including a list of vendors. Individual food permits shall be obtained by each vendor, as required by the Connecticut Public Health Code. The Health District shall not issue any individual permits for events unless such request is accompanied by a general permit application for the event itself. This will ensure coordination between individual vendors and the main sponsor of the event.

4. The Fire Marshal shall review the submitted plot plan which depicts the proposed locations for all vendors, traffic circulation, and maintenance of fire lanes.

5. The Building Official shall review the plans and required permits for items under the purview of the State Building Code, such as tents and temporary electrical services.

6. The applicant shall review the proposed parking, traffic circulation, and traffic control with the Board of Selectmen. The Board of Selectmen shall review the plan, traffic safety issues, and then issue the permit. If deemed necessary, police personnel may be required during one or more days of the event. The Police Department shall inform all officers on duty as to the location of the special event to alert them to the fact that the event is ongoing. The Police shall keep one copy of the permit for their records and provide one copy to the Planning Department to be used to track the number of permits issued for each calendar year.

All applications should be submitted to the Planning Department at least 30 days prior to the proposed event to allow enough time for review by each Town Department.
1. A detailed plan, drawn to scale, of the area being used showing the location of booths, platforms, stages, etc., shall be submitted to this office three (3) weeks prior to the event.

2. Adequate “FIRE LANES” shall be provided and maintained for access and use by Emergency Vehicles, (i.e., Fire and Police Departments and ambulance services).

3. All fire hydrants shall be kept FREE, CLEAR, AND UNOBSERVED.

4. All tents and canvas type booths and/or coverings shall be FIRE RETARDANT and be ACCOMPANIED BY A CERTIFICATE STATING SAME.

5. Tall weeds and grass shall be CLEARED FROM THE LOT AREAS being used to a distance of THIRTY (30) FEET beyond the area being used.

6. ALL BOOThS COOKING WITH STOVES, OVENS, DEEP FAT FRYERS, ETC., fueled by L.P. gas shall be of a type carrying a RECOGNIZED TESTING LABORATORY SEAL OF APPROVAL, and shall have its tank(s) secured by means sufficient to keep the tank(s) in position of use and prevent the tank(s) from being knocked over.

7. Booths that are using propane are limited to one (1) 100-pound cylinder or five (5) 20-pound cylinders per participant. If there is a need for more, you must contract a certified licensed gas dealer to install an approved manifold and written proof must be submitted one (1) month prior to the event.

8. Charcoal grills used for cooking shall be allowed only if the grill is enclosed by a perimeter wall with no fabric sides or top, which provides for protection of the public from burns and danger of knockovers.

9. Portable fire extinguishers of at least 10 pounds ABC shall be provided in each booth where cooking is taking place.

10. Fire protection shall be provided by the PROMOTER in numbers of personnel and types of equipment deemed necessary by the Fire Marshal.