



City of Hartford

# Special Events Process

Host Your Next Special Event in Hartford!

Special Events Permits are required for any event held in City property or public spaces, including parks and streets. The Department of Development Services manages the permitting process for special events. Special events include parades, festivals, sporting events and tournaments, concerts, theater productions, block parties, wedding ceremonies, and more.

Start planning your event today! Fill out an application form, which can be found at:

[www.hartford.gov/meca/plan-an-event](http://www.hartford.gov/meca/plan-an-event)

OR VISIT

250 Constitution Plaza, 4<sup>th</sup> Floor, Hartford, CT

## Permit Application Checklist

- ✓ Submit a Special Events Application at least 30 days in advance of the event.
- ✓ Meet with the Special Events Approval Committee (SEAC) to review event requirements, including City services related to police, fire, and public works. SEAC will reach out to schedule the meeting.
- ✓ Upon approval, submit payment for applicable permit fees.

**Please Note:** All fees are the responsibility of the event organizer and must be paid 60 days post event.

## Questions or Concerns?

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