



Permit Application#: \_\_\_\_\_

**City of Hartford  
Department of Development Services  
Marketing, Events and Cultural Affairs Division  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, CT 06103**



**Special Events Permit Application**

A Special Events Permit is required as per Section 7-104 of the City Ordinance, for any event held on City property and City buildings that requires City or State permits or authorizations. The special events permit is required to ensure the health, safety and welfare of the public, and to minimize the financial and legal risks to the Event Organizer and the City.

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- Please complete and submit your full application to Special Events Coordinator via e-mail, fax, or by mail. Please note that any outstanding debt(s) by the Event Organizer to the City such as: taxes, prior events balance, parking tickets, violation fees, etc. **MUST** be paid in full or provide evidence of a payment arrangement with the Finance Department before submission of an application.
- Applications shall be filed **NOT** less than thirty (30) days or more than one (1) year before the date of the event.
- Applications filed **LESS** than sixty (60) days in advance will be subject to a late fee of \$50.
- Incomplete applications will **NOT** be accepted.

City Ordinance Section 7-16 states: 50% of the Special Events Permit costs must be paid up front prior to permit approval for non-profit organizations. **For profit organizations must pay 100% of all costs up front.**

**Please check below and continue:**

I will be responsible for paying the remainder of the balance after the event.

For Questions: Contact the Special Events Coordinator at: (860) 757-9526 or the Licenses & Inspections Division at: (860) 757-9200.

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**FOR OFFICE USE ONLY:**

**Application Approval:**

\_\_\_\_\_  
Special Events Coordinator

\_\_\_\_\_  
Date



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**SECTION A: Applicant and Permit Information**

(All contact sections **MUST** be completed.)

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Is the benefitting organization a for-profit or non-profit?

For-Profit     Non-Profit

**PRIMARY CONTACT:**

(Check if the same as applicant information)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**SECONDARY CONTACT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_



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**SECTION A: (Continued)**

**EVENT DESCRIPTION**

Will you be charging fees or selling tickets for this event? Yes\_\_ No\_\_

Has this event been held before? Yes \_\_ No\_\_

If yes, please provide details including name, date, and if there are significant changes for this event.

\_\_\_\_\_

Title of the Event: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Hours: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Setup times: \_\_\_\_\_ AM/PM: to \_\_\_\_\_ AM/PM

Take down times: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

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

**\*For road closures and amplified outdoor events, the event organizer must notify all residents and businesses that will be affected by their event at least 4 weeks in advanced.**

**Special Considerations**

a. What arrangements have been made for parking?

\_\_\_\_\_

b. Will parking meters need to “bagged” (covered) to prohibit parking?

Yes \_\_ No \_\_

c. Will there be fireworks, pyrotechnic special effects, amusement rides and/or animals planned as parts of the event? Yes \_\_ No \_\_



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**SECTION A: (Continued)**

**FOOD, BEVERAGE and ALCOHOL REQUIREMENTS**

**Will food be served at this event?** Yes \_\_\_ No \_\_\_

Food service vendors must contact the Health and Human Services Department at: (860)757-4760 for a Temporary Food License Permit Application. The application must be submitted as least fifteen (15) business days before the event. Applicant must apply in person. The fee is \$75 per vending station (\$25 for Non-profit organization), payable cash or check only to the City of Hartford.

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

**Food to be served:**

Hot/Cold Food	Yes ___	No ___
Hot/Cold Beverages	Yes ___	No ___
Pre-Packaged Food	Yes ___	No ___
Food Processed on Site	Yes ___	No ___

**Alcohol**

Will alcohol be served? Yes \_\_\_ No \_\_\_

If yes, an additional permit must be obtained from the State Liquor Commission located at 30 Trinity Street, Hartford, CT 06103. Failure to do so will result in exclusion of dispensing alcoholic beverages or the cancellation of your event.

**\*Any related permits granted by the State (i.e. Liquor, State Police, etc.) must be submitted along with this Special Events Permit Application in order to be considered for permit approval.**

**Drinking Water**

Drinking water must be made available to all participants at no cost.

**Sanitation**

**Portable Sanitary Facilities:** Sanitary facilities are required for all park events with 50 or more persons. ADA facilities are required at all events. (Guidelines: 500 participants = 2 regular and 1 ADA portable sanitary facility.)

**Hand Washing Station:**

Hand washing stations equipped with antibacterial soap are required for the public. Each food service vendor site must have a hand wash station with running water.



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**SECTION B: Park Events**

**Check Off:**

- Run/Walk    Festival    Concert    Other: \_\_\_\_\_

**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  
 Other: \_\_\_\_\_

\*Requires prior Riverfront Recapture signoff.

**2. Event Detail**

Describe the event in as much detail as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. 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:

\_\_\_\_\_  
\_\_\_\_\_

**4. 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 phone number.

\_\_\_\_\_  
\_\_\_\_\_

**5. Surety Bond and or Turf Deposit**

A minimum \$2,500 surety bond or certified check, payable to the City of Hartford will be required to offset turf/lawn damage; misuse of park equipment or litter/garbage pick-up for all events. This requirement is primarily for large park events such as concerts, festivals, carnivals and marathons, etc.

The Department of Public Works, reserves the right to increase the dollar amount of the surety bond/certified check requirement for all park events.

NOTE: The surety bond/certified check may be held up to 30 days after the event.



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**SECTION C: Parades & Street Closures**

Run/Walk    Festival    Concert    Other: \_\_\_\_\_

**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 \_\_\_

Location of Assembly Area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D: Police, Safety and Security Questions**

A. Will money be exchanged?                      Yes \_\_\_                      No \_\_\_

B. Will you be making bank deposits?            Yes \_\_\_                      No \_\_\_

C. Will you need police overnight security?    Yes \_\_\_                      No \_\_\_

If yes, please provide details including hours needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. What arrangements are you making for emergency medical and ambulance services?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **SECTION E: Understanding and Signatures**

### **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. The Event Sponsor is responsible for **ALL** payments for this event.

### **Hold Harmless Agreement**

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize City streets, parks, equipments and/or services.

Applicants hereby agrees at all times, to 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' fee) arising our of injuries to any person, party entity or property, that may arise as a result of any occurrence, negligence or the applicant's use.

We are the authorized legal agents to represent and sign for the group or organization sponsoring the event. We affirm to the truth in the statements in this application and will be responsible for the event and any payment due. We will also be responsible to make sure the primary, secondary, Board or Director's and/or Committee Member's names are on this application as well as submitting the Board of Director's and/or Committee Member's list as additional contact individuals to be responsible for this event and any payments due to the City of Hartford.

### **Check Off:**

**Board of Director's List is Attached**       **Committee Member's List is Attached**

### **Signatures**

Print Name – Primary Contact: \_\_\_\_\_

Signature of Primary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Relationship to Sponsor: \_\_\_\_\_



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## **SECTION F: Fees**

The following fees shall be collected by the Finance Department prior to the issuance of permits described in this application.

### **For Park Events:**

1. For one day festivals involving one hundred (100) or fewer participants for which no admission fee is charged – **No Charge**
2. For one day festivals involving more than one hundred (100) participants and fewer than one thousand (1000) participants for which no admission fee is charged - \$1,000.00
3. For all other festivals - \$10,000.00

### **For Street Closures and Parades**

1. For each procession - \$350.00
2. For each block party - \$200.00
3. For parades affecting no more than two arterial streets (as defined by the Department of Public Works) for up to a maximum distance of ten (10) standard city blocks or half of a mile, whichever is greater - \$10,000.00
4. For parades affecting no more than five arterial streets (as defined by the Department of Public Works) for up to a maximum distance of twenty (20) standard city blocks or one and a half miles, whichever is greater - \$20,000.00

### **Races and Marathons**

Per Section 7-102 (b) of the City Ordinance: Event Organizers looking to have races and/or marathons in the City of Hartford at night and/or during the weekends, must pay all City services costs (Police staffing, clean-up & inspections etc.) in full.



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### **SECTION G: Insurance Requirements for the City of Hartford Permitted Events**

The City of Hartford requires the person or organization applying for the permit to submit a Certificate of Insurance including product (general liability, if applicable) with limits of \$1,000,000 (one million dollars), bodily injury and property damage, or \$2,000,000 (two million dollars) Combined Single Limit. The City of Hartford must be named as an additional insured.

If alcoholic beverages are to be served/sold, (must be pre-approved by the Hartford City Council) an additional \$50,000 (fifty thousand dollars) Liquor Liability or Dram Shop Liability insurance is required.

If the insured named on the insurance certificate is not the applicant he/she **MUST** sign the application as a co-applicant.

**IF YOU HAVE ANY QUESTIONS CONCERNING THE REQUIRED INSURANCE CERTIFICATE PLEASE CALL: KEJUAN L. DILLARD AT (860) 757-9526**