

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN **Special Meeting – August 28, 2020 – 8:00 a.m.**

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Email written comments to ebutler@simsbury-ct.gov by 12:00 PM on Thursday August 27, 2020 to be read into the record; or
- Email tfitzgerald@simsbury-ct.gov by 12:00 PM on Thursday August 27, 2020 to register to address the Board of Selectmen live through Zoom.

SELECTMEN ACTION

- a) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Labor Day Soiree
- b) Proposed Public Gathering Permit – Simsbury Performing Arts Center – Hartt School Orientation

ADJOURN




Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Labor Day Soiree
2. **Date of Board Meeting:** August 28, 2020
3. **Individual or Entity Making the Submission:**
Melissa Appleby, Acting Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, Code Compliance Officer

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective August 28, 2020, to approve the public gathering application for the Labor Day Soiree event and to authorize the issuance of the public gathering permit.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Labor Day Soiree event. The event will be held on September 5, 2020 at the Simsbury Performing Arts Center.

The Farmington Valley Health District has reviewed and approved the application, including for COVID-19 precautions that are in place for this event.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: September 5, 2020 (RD Sept 19) 8a End: September 5, 2020 (RD Sept 19) 9p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 500 max

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: R&B Jazz performance by Timmy Maia. Patrons social distance on lawn in pre-identified circles and bring their own food/beverage. Sales capped at 500.

See attached event outline for additional details.

About Timmy Maia: a native of Waterbury, CT this rapid-fire vocalist goes from Nat King Cole to Nelly - with touches of Stevie Wonder and Michael Jackson along the way.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ NUMBER: 8T/8R

- You are responsible for proper collection and removal of all waste generated by your event.*

Portable toilets: YES ☒ NO ☐ NUMBER: 5

- If yes, please show locations on attached site plan.*

Tent: YES ☐ NO ☒ SIZE: _____
OPEN SIDES ☐ ENCLOSED ☐

- Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

Lighting and/or sound equipment: YES ☒ NO ☐

- If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.*
- Lighting must meet the requirements of the Town of Simsbury Fire Marshal.*

Does your event require electrical access? YES ☒ NO ☐

- If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.*

Will food be sold or given away at your event? YES ☐ NO ☒

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).*

Will alcohol be served at your event? YES ☐ NO ☒

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.*

Will road closure(s) be necessary? YES ☐ NO ☒

- Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.*

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES ☐ NO ☒
- Has the Zoning Commission approved a S.E.? YES ☒ NO ☐
- Have you obtained a State of CT liquor license? YES ☒ NO ☐

Signage

- Will your event require temporary signs? YES ☐ NO ☒
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES ☐ NO ☒

Attachments:☒ Site Map

- The site plan/map of the proposed Public Gathering should be to-scale and show exactly:
 - ☒ Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - ☐ Location of Lighting
 - ☒ Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES ☐ NO ☒<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:

YES ☐ NO ☒ CAPACITY: _____
OPEN SIDES ☐ ENCLOSED ☐
SQUARE FOOTAGE: see attached - varies

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access?

YES ☒ NO ☐
YES ☐ NO ☒

- Will you be utilizing portable generators?

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

860-658-3222

Will barricades/signage be required:

- For the day of the event?
- In advance?

YES ☐ NO ☒

DATES: _____

Are DPW trucks required for use as barricades?

YES ☐ NO ☒

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/hour for each additional hour during regular hours
 - \$75/hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____ hours x \$50/\$75) = \$_____

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☒ NO ☐

If yes, please list recent prior venues that have hosted this concert/festival:

Previous summer concerts featuring Timmy Maia were held as follows:

August 5, 2020: Anthony's Ocean View - New Haven, CT

August 13, 2020: Flying Monkey Grill Bar - Newington, CT

Will on-site private security be provided?

YES ☒ NO ☐

NUMBER: 7

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION
64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES ☐ NO ☒

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: 500 max

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☐

AT A SPECIFIC TIME ☒ TIME: 1:00p - 6:00p

CULTURE, PARKS & RECREATION
100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☐ NO ☒

- If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES ☒ NO ☐

Do you intend to use "staked" tents on athletic fields? YES ☐ NO ☒

Will athletic field lighting be necessary? YES ☐ NO ☒

Have you provided a parking plan on your site map? YES ☒ NO ☐

Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

- ATTENDANCE: _____ / 50 = see attached PORTABLE TOILETS REQUIRED

Public Gathering Permit Required Declaration

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: 

Date Signed: 8/19/20

REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

EVENT SUMMARY

Labor Day Weekend Soiree

Saturday, September 5, 2020 (rain date Sept 19)

Public Gathering Permit Application Submitted: 8/19/20

CONTACT INFORMATION:

Organization	Eleven28 Entertainment presents Labor Day Weekend Soiree Event website: https://www.eventbrite.com/e/labor-day-weekend-soiree-on-the-green-tickets-114552124488
Event Contact	June Archer Eleven28 Entertainment [REDACTED]
SMPAC Contact	Missy DiNunno, Executive Director [REDACTED]

TIMELINE:

Friday, August 28, 2020	RD Saturday, August 29, 2020	
8:00a – 12:00p	Setup	Stage/Field
12:00p	Gates open	Field
1:00p	Performance	Stage
6:00p – 9p	Load-out/Breakdown	Stage/Field

EVENT DETAILS:

Description
<p>June Archer Eleven28 Entertainment Tri-City Entertainment Present THE LABOR DAY WEEKEND SOIREE (<i>*The Finest Social-Distancing Entertainment Event</i>) SATURDAY SEPTEMBER 5TH, 2020 1PM - 6PM The Simsbury Meadows Performing Arts Center 22 Iron Horse Blvd / Simsbury, CT 06070 Performance By : Timmy Maia (R&B Jazz performer) Music By: DJ Bigg Mann & DJ K-Otic Hosted By: June Archer Attire: Summer Chic / Food & Beverage: B.Y.O.B *TABLES, CHAIRS AND BLANKETS WELCOMED ON THE GREEN</p> <p>Timmy Maia: a native of Waterbury, CT this rapid-fire vocalist goes from Nat King Cole to Nelly – with touches of Stevie Wonder and Michael Jackson along the way.</p>

Ticketing Information	
	<u>POINTS OF SALE</u> Online https://www.eventbrite.com/e/labor-day-weekend-soiree-on-the-green-tickets-114552124488 <u>PRICING:</u> \$20 General Admission, \$50 VIP **Staggered entry times to be assigned at time of ticket reservation

Parking	
Advanced Preparation	Lining required prior to event
Management	Accessible parking marked – Security to manage traffic direction
On-site Parking Fee	N/A

Expected Attendance	
	**sales capacity not to exceed 500 attendees

Stage Requirements	
Lights	N/A
Sound	Coordinated by June Archer
Setup	Coordinated by June Archer – IATSE Local 84

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	No Food or Beverage offerings – patrons may bring own
Services/Activities	N/A

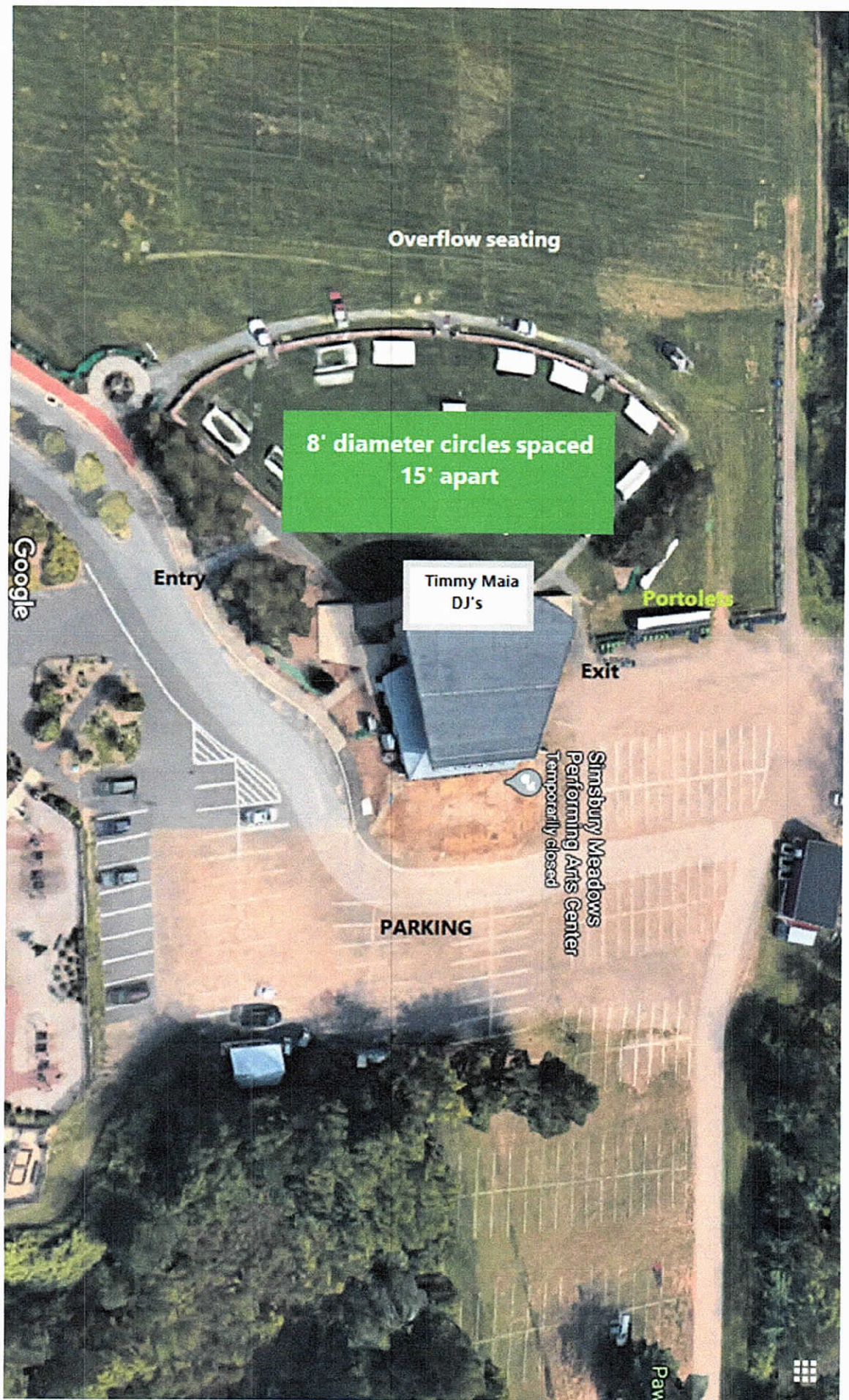
Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 3 Sinks - 1 Accessible - 1 TOTAL – 5
Location	Southeast corner adjacent to parking

Security	
Stage Security (USA)	N/A
Field Security (USA)	1 supervisor, 6 guards to work parking and field roaming
Overnight Security	N/A

Security	
Security Notes	N/A

Public Safety	
Police	N/A
Fire	N/A
EMS	N/A
DPW Trucks	N/A

Tents		
10x10	Number: 0	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No



Overflow seating

8' diameter circles spaced
15' apart

Entry

Timmy Maia
DJ's

Portolets

Exit

Simsbury Meadows
Performing Arts Center
Temporarily closed

PARKING

Google

Paw



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER A & G Insurance 3 Concorde Way Suite 102 Windsor Locks CT 06096		CONTACT NAME: Courtney Archer PHONE (A/C, No, Ext): (860) 627-0377 FAX (A/C, No): (860) 770-3585 E-MAIL ADDRESS: inquiry@aginsuranceinc.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: PHILADELPHIA INSURANCE COMPANIES	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK2104854	03/05/2020	03/05/2021	EACH OCCURRENCE \$ 1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00						
	MED EXP (Any one person) \$ 5,000.00						
	PERSONAL & ADV INJURY \$ 1,000,000.00						
							GENERAL AGGREGATE \$ 2,000,000.00
							PRODUCTS - COMP/OP AGG \$ 2,000,000.00
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The below Certificate Holder is also named Additional Insured.

CERTIFICATE HOLDER**CANCELLATION**

Town of Simsbury 933 Hopmeadow Street Simsbury CT 06070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Public Gathering Permit – Simsbury Performing Arts Center – Hartt School Orientation
2. **Date of Board Meeting:** August 28, 2020
3. **Individual or Entity Making the Submission:**
Melissa Appleby, Acting Town Manager; Mike Glidden, Director of Planning and Community Development; Tom Hazel, Code Compliance Officer

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the public gathering permit application as presented, the following motion is in order:

Move, effective August 28, 2020, to approve the public gathering application for the Hartt School Orientation and to authorize the issuance of the public gathering permit for the event.
5. **Summary of Submission:**
The Public Gathering Committee has approved the application for the Hartt School Orientation. The event will be held on September 12, 2020 at the Simsbury Performing Arts Center.

The Farmington Valley Health District has reviewed and approved the application, including for COVID-19 precautions that are in place for this event.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
a) Application, Map and Summary of Event



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

PUBLIC GATHERING PERMIT APPLICATION

A Public Gathering Permit (PGP) is required when a proposal is made for a gathering of a number of people on Town property which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety, or issues regarding a required Special Exception permit from the Zoning Commission.

Application should be completed in full, including original signatures, before submitting to the Zoning Enforcement Officer at the Simsbury Town Offices, Planning & Zoning Department, 933 Hopmeadow Street, Simsbury, Connecticut 06070. The application must be received in office at least **6 WEEKS** prior to the date of the proposed event. The Board of Selectmen has the final authority to approve or deny public gathering permit applications. The Town reserves the right to cancel an event that does not obtain complete approval, as specified herein.

Organization's Name: Simsbury Performing Arts Center, Inc.

Applicant's Name: Missy DiNunno - Executive Director

Mailing Address: 22 Iron Horse Blvd (PO Box 245) Simsbury, CT 06070

Phone: 860-651-4052 Email: missy@simsburymeadowsmusic.com

Event Location: Simsbury Meadows Performing Arts Center

Exact Date(s) of proposed Public Gathering: (MUST include all required "set up" and "tear down" time, as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date Begin: September 12, 2020 (RD Sept 26) 8a End: September 12, 2020 (RD Sept 26) 2:30p

*times above include setup/breakdown - see attached event outline
Number of people expected to be present for the event (incl. staff, volunteers, attendees): 45 per session

- The Town of Simsbury reserves the right to limit the number of attendees. The maximum number of permitted attendees will be determined after consultation with the Town of Simsbury.*

A Certificate of Insurance made out to the Applicant AND Town of Simsbury, evidencing coverage of \$1,000,000 in force for the duration of the event, must be submitted with this application. This Certificate of Insurance must include a hold harmless agreement for the Town.

TOWN OF SIMSBURY USE ONLY:

Fee Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Request Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: Hartt Community Division will host orientation sessions for its incoming 2020 orchestra and ensemble students. Students are school age and will be dropped off and picked up by their parents. Sessions will be 15 mins. with 30 minute intervals in between to avoid crossover. Sessions will include no more than 45 students at a time and all will be socially distanced accordingly in the field. There will be a total of 9 sessions between 8a - 2:30p.

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES ☒ NO ☐ **NUMBER:** 8T/8R
• *You are responsible for proper collection and removal of all waste generated by your event.*

Portable toilets: YES ☒ NO ☐ **NUMBER:** 5
• *If yes, please show locations on attached site plan.*

Tent: YES ☐ NO ☒ **SIZE:** _____
OPEN SIDES ☒ ENCLOSED ☐
• *Tents must be in compliance with State of Connecticut tent regulations. The Town of Simsbury's Building Official or Fire Marshal can advise on tent requirements.*

Lighting and/or sound equipment: YES ☐ NO ☒
• *If yes, please attach a list of the equipment you plan to use along with a stage plot with locations for the equipment.*
• *Lighting must meet the requirements of the Town of Simsbury Fire Marshal.*

Does your event require electrical access? YES ☐ NO ☒
• *If so, a plan for electrical access will need to be reviewed with the Town of Simsbury Building Official or Fire Marshal.*

Will food be sold or given away at your event? YES ☐ NO ☒
• *If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Permit from the Farmington Valley Health District (www.fvhd.org).*

Will alcohol be served at your event? YES ☐ NO ☒
• *If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.*

Will road closure(s) be necessary? YES ☐ NO ☒
• *Details of proposed traffic circulation and closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be necessary.*

PLANNING & ZONING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3245

Alcohol

- Does your event require a Special Exception? YES ☐ NO ☒
- Has the Zoning Commission approved a S.E.? YES ☒ NO ☐
- Have you obtained a State of CT liquor license? YES ☒ NO ☐

Signage

- Will your event require temporary signs? YES ☐ NO ☒
 - No signage may be erected without written permission granted from the Zoning Enforcement Officer
- Has your organization secured permits for such? YES ☐ NO ☒

Attachments:☒ Site Map

- The site plan/ map of the proposed Public Gathering should be to-scale and show exactly:
 - ☒ Layout of the Event (tents, booths/vendors, rides, aisles, etc.)
 - ☐ Location of Lighting
 - ☒ Parking Layout

FARMINGTON VALLEY HEALTH DISTRICT

95 RIVER ROAD, CANTON, CT 06019

www.fvhd.org

860-352-2333

If food will be prepared or dispensed at your event, you must obtain a Temporary Food Permit from Farmington Valley Health District.

Has a Temporary Food Permit been secured? YES ☐ NO ☒<http://www.fvhd.org/food-protection1.html>

BUILDING DEPARTMENT

933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

Tent:YES ☐ NO ☒ CAPACITY: _____
OPEN SIDES ☐ ENCLOSED ☐
SQUARE FOOTAGE: see attached - varies

- Tents may require a Building Permit, depending on square footage, capacity, enclosure (or not), and if there will be heat and/or electrical. You should contact the Building Official to determine if a permit will be necessary.

Does your event require electrical access?

YES ☐ NO ☒

- Will you be utilizing portable generators?

YES ☐ NO ☒

FIRE MARSHAL

871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

DEPARTMENT OF PUBLIC WORKS (DPW)
66 TOWN FOREST ROAD, SIMSBURY, CT 06070

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DATES: _____

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YES ☐ NO ☒

QUANTITY: 0

- The fee schedule below is for one (1) Truck and one (1) staff member.
- All fees will begin when Public Works Trucks leave the DPW Campus.
- Each Truck will be filled with sand and operated by a single staff member.
- The number and positioning of the Trucks shall be determined by the Simsbury Police Department.
- The fees for using DPW trucks as barricades are as follows:
 - \$250 for first four (4) hours
 - \$50/ hour for each additional hour during regular hours
 - \$75/ hour for each additional hour on Federal holidays and Sundays

TOTAL FEE DUE: \$250 + (_____ hours x \$50/\$75) = \$_____

Fee is payable by check made out to the Town of Simsbury

Please note:

- No markings on the roadways or custom signage is allowed.
- Traffic cones shall not be provided by DPW.

POLICE DEPARTMENT
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3100

Is this event a concert and/or festival?

YES ☐ NO ☒

If yes, please list recent prior venues that have hosted this concert/festival:

Will on-site private security be provided?

YES ☐ NO ☒

NUMBER: 0

Will on-site emergency medical services be provided?

YES ☐ NO ☒

NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

64 WEST STREET, SIMSBURY, CT 06070

860-658-7213

Will there be any athletic competitions or other activity/activities that could increase the likelihood of injury or illness? YES ☐ NO ☒

Will the attendance be equal to or greater than 5000? YES ☐ NO ☒ NUMBER: 45 / session

Attendance will be:

STAGGERED OVER COURSE OF EVENT ☒

AT A SPECIFIC TIME ☐ TIME: 8a - 2:30p

CULTURE, PARKS & RECREATION

100 OLD FARMS ROAD, SIMSBURY, CT 06070

860-658-3836

Are you serving food? YES ☐ NO ☒

- If so, trash recycling barrels are required at Permittee's expense

Will you require any special field lining or set up? YES ☐ NO ☒

Do you intend to use "staked" tents on athletic fields? YES ☐ NO ☒

Will athletic field lighting be necessary? YES ☐ NO ☒

Have you provided a parking plan on your site map? YES ☒ NO ☐


Portable toilets must be provided at the rate of 1 toilet per 50 patrons, at the Permittee's expense.

- ATTENDANCE: _____ / 50 = see attached PORTABLE TOILETS REQUIRED

**Public Gathering Permit
Required Declaration**

I declare that the information provided on this application is true and correct to the best of my knowledge and belief. I understand that if the information I have provided is a misrepresentation of the actual event, or that the actual event digresses in a manner from the approved permit, that the permit will be revoked.

Applicant's Name (Printed): Missy DiNunno on behalf of rental client

Applicant's Signature: 

Date Signed: 8/20/20

REQUIRED SIGN OFFS (in order required)

	<u>Received Date:</u>	<u>Received By:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

EVENT SUMMARY

Hartt Community Division Orientation

Saturday, September 12, 2020 (rain date Sept 26)

Public Gathering Permit Application Submitted: 8/21/20

CONTACT INFORMATION:

Organization	The Hartt School Community Division
Event Contact	Michelle Fiertek Hartt Community Division 200 Bloomfield Avenue West Hartford, CT 06117 [REDACTED]
SMPAC Contact	Missy DiNunno, Executive Director [REDACTED]

TIMELINE:

Saturday, September 12, 2020	RD Saturday, Sept 26, 2020
8:00a – 2:30p	Orientation Stage/Field

EVENT DETAILS:

Description
The Hartt Community Division will hold orientation for their school aged orchestra and ensemble students. Nine 15-minute sessions will be held throughout the day with 30 minutes between each session. Parents will arrive to the parking lot and drop students off and take them home immediately following their scheduled session. Max attendance projected per session is 45. All participants will wear masks for entry and exit, as well as moving about the field. Socially distant 8' diameter circles on the field will be used for placement of those in the same household so that students may be socially distanced on the field to safely "meet" their instructor in person to kick off the new year of learning.

Ticketing Information
<u>N/A – private event NO tickets</u>

Parking	
Advanced Preparation	No lining required
Management	N/A
On-site Parking Fee	N/A

Expected Attendance	
No more than 45 students per session. With 9 sessions total expected to be staggered throughout the day = 405 max	

Stage Requirements	
Lights	N/A
Sound	N/A
Setup	Coordinated by Hartt School

Vendor Information	
Merchandise Sales Vendors	N/A
Food Vendors	No Food or Beverage sales
Services/Activities	N/A

Public Restrooms	
Coordinated by	SMPAC
Units	Standard – 3 2 Station Sinks - 1 Accessible - 1 TOTAL – 5
Location	Southeast corner adjacent to parking

Security	
Stage Security (USA)	N/A
Field Security (USA)	N/A
Overnight Security	N/A
Security Notes	N/A

Public Safety	
Police	N/A
Fire	N/A
EMS	N/A
DPW Trucks	N/A

Tents		
10x10	Number: 0	Sides: No
12x12	Number: 0	Sides: No
9x20	Number: 0	Sides: No
20x20	Number: 0	Sides: No
30x30	Number: 0	Sides: No

