



# 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. **Please include 6 copies of your completed application IN ADDITION TO the original when you submit it.** Applications 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: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location: \_\_\_\_\_

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: \_\_\_\_\_ End: \_\_\_\_\_

Number of people expected to be present for the event (incl. staff, volunteers, attendees): \_\_\_\_\_

- *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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate whether you will be bringing:

Additional trash and recycling receptacles: YES  NO  NUMBER: \_\_\_\_\_

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

Portable toilets: YES  NO  NUMBER: \_\_\_\_\_

- *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](http://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.*

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**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**

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**FARMINGTON VALLEY HEALTH DISTRICT**  
95 RIVER ROAD, CANTON, CT 06019

[www.fvhd.org](http://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>

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**BUILDING DEPARTMENT**  
933 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-3234

**Tent:**

YES       NO       CAPACITY: \_\_\_\_\_  
OPEN SIDES       ENCLOSED   
SQUARE FOOTAGE: \_\_\_\_\_

- 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

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**FIRE MARSHAL**  
871 HOPMEADOW STREET, SIMSBURY, CT 06070

860-658-1973

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**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? YES  NO
- In advance? DATES: \_\_\_\_\_

Are DPW trucks required for use as barricades? YES  NO

QUANTITY: \_\_\_\_\_

- *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.**

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**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:

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Will on-site private security be provided? YES  NO  NUMBER: \_\_\_\_\_

Will on-site emergency medical services be provided? YES  NO  NUMBER: \_\_\_\_\_

- *Where will they be located?* \_\_\_\_\_

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

Attendance will be:

STAGGERED OVER COURSE OF EVENT       AT A SPECIFIC TIME       TIME: \_\_\_\_\_

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**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 = \_\_\_\_\_ PORTABLE TOILETS REQUIRED
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**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): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## 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				