



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. *This application does not apply to block parties, please refer to Simsbury Police Department.

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.** 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.

Applications must be received in office at least 6 WEEKS prior to the date of the proposed event.

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.

**Simsbury Police – 860-658-3100 933 Hopmeadow Street.*

***Number of copies may vary, please check with the Simsbury Zoning Enforcement Officer.*

| | | | |
|-----------------------------------|------------------------------|-----------------------------|------------------------------|
| 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: _____ | |

N/A ☐N/A ☐

MORE INFO: _____

Signature: _____ Date: _____

EVENT INFO

Description of Event: _____

[illegible]

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).*

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

Number of vendors: _____ **Service start and end times:** _____

- *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.*
- *Notification of State DOT will need to be made at a minimum of 90 days, Town of Simsbury should be notified at the time of submittal.*

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 ☐**Will food trucks be present? YES ☐ NO ☐***Number of food trucks to be present* _____**What type of fuel supply will be used for cooking? Propane ☐ Solid fuel ☐ Generator ☐ None ☐**<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: _____

- 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

Will attendance be 1,500 or more persons? YES ☐ NO ☐

- If 1,500 or more an incident command tent may be required and will need to be noted on the site map. Where required by AHJ, standby fire personnel shall be provided at the cost of the applicant

Will there be fireworks or special effects? YES ☐ NO ☐

Has a state permit been issued? YES ☐ NO ☐

When required by the AHJ, standby fire personnel shall be provided at the cost of the applicant.

Are staff aware and are fire or emergency evacuation procedures in place and documented?

YES ☐ NO ☐

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 ☐

To be determined by Simsbury Police, Other vehicles are not permitted as barricades.

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.**

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: _____

Will on-site emergency medical services be provided? YES ☐ NO ☐ NUMBER: _____

- Where will they be located? _____

SIMSBURY VOLUNTEER AMBULANCE ASSOCIATION

4 OLD MILL LANE, 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 a commercial ambulance be provided? YES ☐ NO ☐

If YES the Simsbury Volunteer Ambulance Association needs to be notified.

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: _____

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

**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 | | | | |
| Simsbury Volunteer Ambulance | | | | |
| Zoning Enforcement Officer | | | | |
| Board of Selectmen | | | | |

CIRMA

Tenant User Liability Insurance Program

How-To Guide

The **Town of Simsbury and Simsbury Board of Education** has enrolled in a program which allows you, the “user” of a municipal facility, school, or other local government property, to secure cost-effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

How it works:

1. Log on to www.onebeaconentertainment.com
2. Go to *Planning an Event?* and click **Get a Free Quote**
3. Enter the Venue ID Code for the **Town of Simsbury and Simsbury Board of Education: 0501-160**
4. Click Next and Select the Type of “Event” or “Activity” from the drop-down window, e.g. wedding or festival.
Please see pull down for list of ineligible activities.
5. Answer all questions that follow such as:
 - a. Have you held this event before?
 - b. If yes, were there any losses or claims?
 - c. Will there be armed private security at this event or activity? (Off duty police not included)
 - d. Will you require Liquor Liability? *
 - e. Number of attendees

*If there are any charges or fees collected by the host/organizer, or any participating vendor, and alcohol is provided or sold, then we recommend purchasing Liquor Liability Coverage in addition to the General Liability to avoid any potential exclusions applying to the event. If the host/organizer is providing alcohol, but no fees or charges are involved (such as a private party or reception) then the Host Liquor Liability included in the basic coverage will apply, subject to the terms and conditions of the policy.
6. There are additional questions if there are going to be concessionaires or exhibitors at the event.
7. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
8. Click Get Quote.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *One Beacon Entertainment* at 1-800-507-8414 (8:30AM – 5:00PM PST).