

CP-23-3

Special Events & Film Applications/Permits

Status: Active

Date Created: Jan 5, 2023

Applicant

Rebecca Semenetz
rsemenetz@chelseapiers.com
1 Blachley Road
Stamford, CT 06902
2039891085

Primary Location

1 Blachley Road - Stamford (Segment)

Cashiering & Permitting

What type of service are you in need of today?

Special Events

Please be sure and review the **Film Permit Guide** (<https://www.choosestamford.com/home/showpublisheddocument/13261/637750792168730000>) prior to starting the application process.

Please select an event category

Other

You selected Other, please describe the type of event

5K & Dog Walk Fundraiser for Chelsea Piers Scholarship Fund

Is this a new event?

Yes

Will you be using a City Park for your event?

Yes

Please be advised, you are not allowed to charge admission fees for an event at a city park.

Will this event occur solely in a city park or will it extend past city park limits?

This event will leave the park at some point during the event.

Please be sure that the location you are hoping to reserve is available by going to the Cities **Park Permit Calendar** (<https://register.capturepoint.com/reg/pubcal.cfm?a=1265>).

Event Date

05/07/2023

Will this event be held on a weekend?

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Please read the entire **City of Stamford Vending Ordinance** (https://library.municode.com/ct/stamford/codes/code_of_ordinances?nodeId=COOR_CH179PESTVESO) prior to the completion of the application. Use the "Vending Ordinance" link above to view the city charter related to vending.

Special Event Set Up Start Date:

05/07/2023

Special Event Set Up End Date:

05/07/2023

You must also complete the **State of Connecticut Criminal History Record Request Form**

(https://portal.ct.gov/-/media/DESPP/files/dps-0846-c_criminal_history_record_request_form_rev_12-01-17.pdf), CT Only Criminal Conviction History Record Search (\$75.00), as part of the vending permit process. Use the "Criminal History Record" link above to access the form. Once you receive the record, please upload to the attachments on this application.

Set Up Time

9:00am

Break Down Time

1:00pm

Event Start Time

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Event End Time**Please select a city park.**

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Cove Island Park

Is your organization a non-profit with the ability to attach proof such as your 501(c)3 documentation?

Yes

ATTENTION: Chestnut Hill Park & Hunt (Courtland) Park both have a limited capacity of 75 participants.

Number of Participants (including children):

200

Contact Person (if different from applicant):

Rebecca Semenetz

Local Business Name & Address:

Chelsea Piers Scholarship Fund - 1 Blachley Road, Stamford, CT 06902

Is this a corporate or company hosted event?

Yes

Corporate Name & Address:

Chelsea Piers Connecticut - 1 Blachley Road, Stamford, CT 06902

Phone Number (if different from applicants):

203-989-1085

Secondary Phone Number (back up contact):

845-661-3396

Event Name:

Chelsea Piers Scholarship Fund 5K Run & Dog Walk

Description of Event:

5K Run & ~2 mile walk to raise money for Chelsea Piers Scholarship Fund. Event opening/closing remarks will take place at Chelsea Piers. Race/Walk will proceed from the CPCT parking lot and down Cove Road through Cove Island Park. The Race/Walk will end at the Chelsea Piers parking lot. Requesting use of Cove Park trails and potential partial shutdown of Cove Road. This will be a dog-friendly and dog-centric event where people are encouraged to bring their dogs along. We may have a couple of vendors setup tabling on CPCT property only.

Will beer be served?

No

Will there be catered food at this event?

No

Have you ever had a permit revoked?

No

In order to vend in the downtown special district, you will need a special permit from DSSD. Click link to **Contact DSSD**. (<http://stamford-downtown.com/about/contact/>)

Will there be swimming at this event?

No

You are required to verify that you will have a CPR certified person with your group. Please be prepared to attached said documents prior to submitting this form.

You will be required to attach verification of your lifeguard certified staff member prior to having your event approved.

Will Animals be used in this production?

No

Will you be using the city street or sidewalk?

Yes

All events requiring the use of a state road will be required to obtain approval from the state. Will you be utilizing a state road for this event?

No

Will you be erecting a tent/stadium seating/stage?

No

You will need an **Obstruction Permit** (<https://stamfordct.viewpointcloud.com/categories/1084/record-types/6456>) in order to be granted a special event/film permit. Please complete your obstruction permit following the submission of this special event/film permit application.

You will need a **State Special Permit** (<https://portal.ct.gov/DOT/Commissions/STC/Special-Event-Permit-for-Highways>) in order to be granted a special event/film permit. Please review the link about to follow the process of securing a state special permit. For further assistance, you can contact the Traffic Engineering Department at (203) 977-5466.

Please provide your vehicle plate number for temporary access from Cove Bridge to Pavilion for drop off and pick up.

Vehicle Make

N/A

Vehicle Model

N/A

Vehicle Plate Number & State

N/A

Vehicle Color

N/A

Please provide your EIN or Tax ID if applicable

xxx-xx-1838

Will this event be promoted on social media and any other forms of media?

Yes

If Yes, please describe how, where, and when

All advertising forms possible - social media, email, local media outlets, local business partnerships, etc.

Will you be requesting the use of a pavilion?

No

I understand that all payments are non-refundable.

Will you require the use of a metered parking spot(s)?

No

You will need an **Parking Meter Permit** (<https://stamfordct.seamlessdocs.com/f/zb33f6eok3ri>) in order to be granted a special event/film permit. Please complete your obstruction permit following the submission of this special event/film permit application.

City Services Needed:

The items below may be available for a fee on the date(s) of your event. Please be aware that there are costs associated with these services. Please check the boxes of the services you will be in need of below:

Showmobile/Stage

No

PA System

No

Bus Parking (non-school)

No

Parks Maintenance

No

Electricity

No

Dumpsters/Trash Toters

No, I do not need a Dumpster

Podium

No

School Bus Parking (non SPS)

No

Custodial Services

No

Barriers to Close Off Roads

Yes

Traffic Engineering Event Staffing

Select First Employee

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Number of Hours Worked (1st):

--

Date projected to work (1st):

--

Select Second Employee

--

Number of Hours Worked (2nd):

--

Date projected to work (2nd):

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Select Third Employee

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Number of Hours Worked (3rd)

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Date projected to work (3rd):

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COVE

Applicant Adherence to Terms and Conditions

Please review the rules below. By checking the box you are agreeing to the rules of all city parks and facilities. Failure to obey these rule result in penalty and potential citations.

1. Make loud or disrupting noises, including amplified music.
2. Serve or consume intoxicating or alcoholic beverages except beer.
3. Use glass bottles or containers of any kind.
4. Light fires except in picnic grills or fireplaces placed by the city.
5. Refrain from using gas or propane grills.
6. Refrain from using moon-walks or inflatables.
7. Park in designated area between May 1st and September 30th without a valid parking sticker. Permits are required at Cove Island, Cummings, West Beach, Southfield, Newman Mills/Riverbank, and Dorothy Heroy Park(s).
8. Refrain from use of generators. *Additional permit required*
9. Refrain from possessing alcohol, including beer, after 9:00pm.
10. Avoid wanton damage or removal of lawns, trees, shrubs, flowers, benches, bleachers, drinking fountains, or any other property or equipment.
11. Discard paper, trash, rubbish, glass, crockery, or metal, only in containers provided by the City for such purposes, and do not discard household debris at any time.
12. Do not have an unleashed animal except in a vehicle.
13. Refrain from peddling or selling goods, merchandise and food without a City License and Office of Operations permit.
14. Refrain from holding mass meetings or public assemblies except with a City Permit.
15. Do not drive a vehicle at speeds over 15 miles per hour or to park such vehicles except in areas designated for such purposes.
16. Refrain from washing or repairing vehicles in the park.
17. Do not play ball or organized games except in areas plainly designated for such activity.
18. Do not bathe or swim in restricted areas.
19. Refrain from posting signs on tress or other park property.
20. Do not disobey posted signs or warnings.
21. Do not drive or chip golf balls in a park.
22. Do not hunt, trap, or pursue wildlife at any time on public park land.
23. Refrain from consuming food or beverages on artificial turf.

I acknowledge that I have read and agree that I will follow the rules and ordinances of the City of Stamford. I understand that failure to do so may result in unfavorable action.

Rebecca Semenetz
01/05/2023

Additional Services/Fees

Facilities Supervisor (hours)

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Electrician (Hours)

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Facilities Head Custodian (Hours)

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Custodian (Hours)

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Parks Foreman (Hours)

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Landscape Specialist (Hours)

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Parks Maintenance Worker (Hours)

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Number of Meter Bags:

--

Location of Meter Bags:

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Will meters be used more than one day?

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Meter Numbers

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Date for Parks and Recreation Commission Meeting

Date of P&RC Scheduled Meeting




Your event will be scheduled for a P&RC meeting. The purpose of the meeting is to ensure that all requirements have been met up to this point. You can expect to receive confirmation of your required attendance at the scheduled meeting via email or this permitting portal. This meeting occurs monthly on the 3rd Wednesday of the month. Link to Agendas online:

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Film Permit Details:

1. Check if your project is eligible You'll need a permit if any of the following applies to your project:
Traffic will be interrupted on the City streets Pedestrian traffic will be interrupted on sidewalks A tripod or dolly is used on sidewalks, streets or alleys A generator is used on a sidewalk, street or alley Filming or photography will take place in a moving vehicle on a street or down an alley Filming or photography takes place on public property Public parking will be impacted
2. Make sure you have time to apply To avoid late fees, apply at least 30 days before your planned project dates.
3. Make sure you have your payment ready You'll need to enter your credit/debit card or e-check information to pay the non-refundable \$25 application fee. We accept Visa or MasterCard for online payments. Please keep in mind that other fees might apply if additional services are required such as sanitation, snowmobile, generator power, clean up, police, etc.
4. Create a site map If you're done with all your planning, create a site map of each filming location. If you need more time to plan the remaining details, don't worry. Whenever you are ready, your site map should include: Names of all surrounding streets One way streets Parking restrictions and/or controls (parking, meters, peak hour restrictions, etc. Use of bus zones Hoarding of parking meters, or use of no-parking barricades in non-metered areas (indicate with an "x") Location(s) of camera(s) Street closures or intermittent traffic control Sidewalk closures or intermittent pedestrian control Truck and crew parking Base camp Catering location(s) Direction of moving vehicles for driving shots Indicated location of generator Portable bathrooms

Attachments

-  CPCT Certificate of Insurance.pdf
Uploaded by Rebecca Semenetz on Jan 5, 2023 at 10:50 am
-  Run Walk Routes.pdf
Uploaded by Rebecca Semenetz on Jan 5, 2023 at 10:51 am
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CP Scholarship Fund Tax Exemption Form.pdf

Uploaded by Rebecca Semenetz on Jan 5, 2023 at 10:52 am

History

Date	Activity
Jan 5, 2023 at 10:37 am	Rebecca Semenetz started a draft of Record CP-23-3
Jan 5, 2023 at 10:53 am	Rebecca Semenetz submitted Record CP-23-3
Jan 5, 2023 at 10:53 am	changed the deadline to Jan 08, 2023 on approval step Cashiering and Permitting on Record CP-23-3
Jan 5, 2023 at 10:53 am	approval step Cashiering and Permitting was assigned to Gloria Maria Montoya on Record CP-23-3
Jan 5, 2023 at 10:53 am	changed the deadline to Jan 08, 2023 on approval step Cashiering and Permitting on Record CP-23-3
Jan 6, 2023 at 2:01 pm	Gloria Maria Montoya assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-3
Jan 13, 2023 at 3:29 pm	Lesley Capp assigned approval step Parks and Recreation Commission Review and Scheduling to Lesley Capp on Record CP-23-3
Jan 13, 2023 at 3:29 pm	Lesley Capp changed the deadline to Jan 16, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-3
Jan 13, 2023 at 3:31 pm	Lesley Capp approved approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-3

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Parks and Recreation Commission Review and Scheduling	Complete	Jan 13, 2023 at 3:30 pm	Jan 13, 2023 at 3:31 pm	Lesley Capp	01/16/2023
 Cashiering and Permitting	Active	Jan 5, 2023 at 10:53 am	-	Kim Gerbert	01/07/2023
 Internal Parks and Recreation Approval	Inactive	-	-	-	-
 Parks and Recreation Commission Approval	Inactive	-	-	-	-
 Traffic Engineering	Inactive	-	-	-	-
 Traffic Engineering Duty Assignment	Inactive	-	-	-	-
 Engineering	Inactive	-	-	-	-
 Risk Manager	Inactive	-	-	-	-
 Parks and Recreation	Inactive	-	-	-	-
 Fire Marshal	Inactive	-	-	-	-
 Police Department/Auxiliary Services	Inactive	-	-	-	-
 Director of Operations	Inactive	-	-	-	-
 Custom Payment	Inactive	-	-	-	-
 Permit Issuance	Inactive	-	-	-	-

~2 Mile Walk Route

