

CP-23-28

Special Events & Film Applications/Permits

Status: Active**Date Created:** Jan 23, 2023**Applicant**

Chelsea Romaniello
cromaniello@stamfordct.gov
19 Horton Street
Stamford, CT 06902
2032532342

Primary Location

0 Cove Island Park COVE ROAD
Stamford, CT 06902

Owner:

CITY OF STAMFORD
888 WASHINGTON BLVD STAMFORD, CT 06901-2930

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

School Use of Park

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 occur solely in a city park. There is no intent for the participants of this event to leave the park and re-enter.

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>).

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.

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.

Event End Time

3:00 p.m.

Event Date

06/01/2023

Will this event be held on a weekend?

No

Special Event Set Up Start Date:

06/01/2023

Special Event Set Up End Date:

06/01/2023

Set Up Time

9:00 a.m.

Break Down Time

2:00 p.m.

Event Start Time

9:30 a.m.

Please select a city park.

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):

172

Contact Person (if different from applicant):

Sara Forman

Local Business Name & Address:

K.T. Murphy Elementary 19 Horton Street, Stamford, CT 06902

Is this a corporate or company hosted event?

No

Phone Number (if different from applicants):

203-530-2857

Secondary Phone Number (back up contact):

203-977-4516

Event Name:

End of Year Picnic

Description of Event:

End of year class picnic for 1st and 2nd graders from K.T. Murphy Elementary

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/>)

Name of School:

K.T. Murphy Elementary

Is the school a Stamford Public School?

Yes

Is this for a Stamford public school?

--

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.

Will there be swimming at this event?

No

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?

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

Infiniti

Vehicle Model

QX60

Vehicle Plate Number & State

AK-22059

Vehicle Color

Blue

Please provide your EIN or Tax ID if applicable

--

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

No

Will you be requesting the use of a pavilion?

Yes

Please tell us the number of weekdays you will be using the pavilion is available?

1

Please tell us the number of weekend days you will be using the pavilion is available?

0

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/Rack Truck

No

PA System

No

Bus Parking (non-school)

No

Parks Maintenance

No

Electricity

No

Dumpsters/Trash Toters

Yes, I need a Dumpster

Podium

No

School Bus Parking (non SPS)

No

Custodial Services

No

Barriers to Close Off Roads

No

Traffic Engineering Event Staffing**Select First Employee**

--

Number of Hours Worked (1st):

--

Date projected to work (1st):

--

Select Second Employee

--

Number of Hours Worked (2nd):

--

Date projected to work (2nd):

--

Select Third Employee

--
Number of Hours Worked (3rd) **Date projected to work (3rd):**
--

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.

Chelsea Romaniello
01/23/2023

Additional Services/Fees

Facilities Supervisor (hours)

--

Electrician (Hours)

--

Facilities Head Custodian (Hours)

--

Custodian (Hours)

--

Parks Foreman (Hours)

--

Landscape Specialist (Hours)

--

Parks Maintenance Worker (Hours)

--

Parks Maintenance Seasonal (Hours)

--

Number of Meter Bags:

Location of Meter Bags:

--
Will meters be used more than one day?
--

--
Meter Numbers
--


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:


02/15/2023

Attachments

 Stamford Certificate of Insurance 22-23 For Internal Use.pdf
Uploaded by Chelsea Romaniello on Jan 24, 2023 at 10:41 am


CPR.jpg
Uploaded by Chelsea Romaniello on Jan 23, 2023 at 2:31 pm


map.jpg
Uploaded by Chelsea Romaniello on Jan 23, 2023 at 1:55 pm












tax.jpg
Uploaded by Chelsea Romaniello on Jan 23, 2023 at 2:32 pm

History

Date	Activity
Jan 23, 2023 at 12:43 pm	Chelsea Romaniello started a draft of Record CP-23-28
Jan 23, 2023 at 2:35 pm	Chelsea Romaniello submitted Record CP-23-28
Jan 23, 2023 at 2:35 pm	approval step Cashiering and Permitting was assigned to Gloria Maria Montoya on Record CP-23-28
Jan 23, 2023 at 2:35 pm	changed the deadline to Jan 26, 2023 on approval step Cashiering and Permitting on Record CP-23-28
Jan 23, 2023 at 2:55 pm	Gloria Maria Montoya assigned approval step Internal Parks and Recreation Approval to Gloria Maria Montoya on Record CP-23-28
Jan 23, 2023 at 2:58 pm	Gloria Maria Montoya altered approval step Internal Parks and Recreation Approval , changed status from Inactive to Skipped on Record CP-23-28
Jan 23, 2023 at 3:00 pm	Gloria Maria Montoya approved approval step Cashiering and Permitting on Record CP-23-28
Jan 23, 2023 at 3:00 pm	approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-28
Jan 23, 2023 at 3:00 pm	changed the deadline to Jan 26, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-28
Jan 23, 2023 at 4:28 pm	Lesley Capp approved approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-28
Jan 23, 2023 at 4:28 pm	approval step Parks and Recreation Commission Approval was assigned to Lesley Capp on Record CP-23-28
Jan 23, 2023 at 4:28 pm	changed the deadline to Feb 17, 2023 on approval step Parks and Recreation Commission Approval on Record CP-23-28
Jan 23, 2023 at 4:29 pm	Lesley Capp changed Date of P&RC Scheduled Meeting from "" to "02/15/2023" on Record CP-23-28

Timeline

Label	Status	Activated	Completed	Assignee	Due Dat
Internal Parks and Recreation Approval	Skipped	-	Jan 23, 2023 at 2:58 pm	Gloria Maria Montoya	-
 Cashiering and Permitting	Complete	Jan 23, 2023 at 2:35 pm	Jan 23, 2023 at 3:00 pm	Gloria Maria Montoya	01/26/.
 Parks and Recreation Commission Review and Scheduling	Complete	Jan 23, 2023 at 3:00 pm	Jan 23, 2023 at 4:28 pm	Lesley Capp	01/26/.

Label	Status	Activated	Completed	Assignee	Due Date
 Parks and Recreation Commission Approval	Active	Jan 23, 2023 at 4:28 pm	-	Lesley Capp	02/17/2023
 Recycling & Sanitation	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	-	-	-	-
 Temp. Over the Bridge Vehicle Pass	Inactive	-	-	-	-