

CP-23-187

Special Events & Film Applications/Permits

Status: Active**Date Created:** May 3, 2023**Applicant**

Brianne Moulder
bmoulder@reachprep.org
1 Dock Street
suite 100
Stamford, Connecticut 06902
4759778132

Primary Location

0 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

Athletic/Recreation

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.

Please view the City of Stamford requirements for **Certificates of Insurance**
(<https://www.stamfordct.gov/home/showpublisheddocument/24080>) that you will need to upload on this application.

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 Date

10/21/2023

Will this event be held on a weekend?

Yes

Special Event Set Up Start Date:

10/21/2023

Special Event Set Up End Date:

10/21/2023

Set Up Time

3 hours

Break Down Time

2 hours

Event Start Time

9:00AM

Event End Time

11:30AM

Please select a city park.

Cove Island Park

Name of Event or Vendor

REACH Prep Walk

Description of Event:

REACH Prep is a non-profit that will be hosting a Walk event as a fundraiser for our organization.

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):

249

Contact Person (if different from applicant):

--

Local Business Name & Address:

REACH Prep
One Dock Street, Suite 100
Stamford, CT 06902

Is this a corporate or company hosted event?

No

Phone Number (if different from applicants):

--

Secondary Phone Number (back up contact):

203-482-2448

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

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 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?

Yes

If yes, describe the dimensions of the tent/stadium seating/stage.

8x10

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

Lexus

Vehicle Model

RX330

Vehicle Plate Number & State

AZ99764

Vehicle Color

White

Please provide your EIN or Tax ID if applicable

xxx-xx-8889

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

Yes

If Yes, please describe how, where, and when

REACH Prep's instagram, website, and facebook

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?

0

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

1

Do you plan to use owned or rented equipment during the event?

No

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

No

I understand that all payments are non-refundable.

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. Do note that Parking Meter Fees are determined by the

Board of Representatives.

(http://www.boardofreps.org/Data/Sites/43/userfiles/committees/transportation/items/2018/t30028_r3979_190603.pdf)

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

Yes

PA System

Yes

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

No

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 ISLAND PARK

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.

Brianne Moulder

05/02/2023

Additional Services/Fees

Facilities Supervisor (hours)

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Electrician (Hours)

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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?

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Meter Numbers

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Date for Parks and Recreation Commission 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:

Date of P&RC Scheduled Meeting

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Attachments

-  2022-23 MS All Lines - City of Stamford.pdf
Uploaded by Brienne Moulder on May 2, 2023 at 2:40 pm
-  REACH Prep. Cove Island Proposal.docx
Uploaded by Brienne Moulder on May 2, 2023 at 9:22 am
-  REACH Prep IRS Letter of Determination.pdf
Uploaded by Brienne Moulder on May 2, 2023 at 9:05 am

History

| Date | Activity |
|--------------------------|---|
| Apr 27, 2023 at 12:13 pm | Brienne Moulder started a draft of Record CP-23-187 |
| May 3, 2023 at 9:37 am | Brienne Moulder submitted Record CP-23-187 |
| May 3, 2023 at 9:37 am | approval step Cashiering and Permitting was assigned to Gloria Maria Montoya on Record CP-23-187 |
| May 3, 2023 at 9:37 am | changed the deadline to May 06, 2023 on approval step Cashiering and Permitting on Record CP-23-187 |
| May 3, 2023 at 10:20 am | Gloria Maria Montoya assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-187 |
| May 3, 2023 at 12:00 pm | Kim Gerbert altered approval step Cashiering and Permitting , changed status from Active to On Hold on Record CP-23-187 |
| May 3, 2023 at 12:03 pm | Kim Gerbert changed Event Date from "10/22/2023" to "10/21/2023" on Record CP-23-187 |
| May 3, 2023 at 12:03 pm | Kim Gerbert changed Special Event Set Up Start Date: from "10/22/2023" to "10/21/2023" on Record CP-23-187 |
| May 3, 2023 at 12:03 pm | Kim Gerbert changed Special Event Set Up End Date: from "10/22/2023" to "10/21/2023" on Record CP-23-187 |
| May 3, 2023 at 12:06 pm | Kim Gerbert altered approval step Cashiering and Permitting , changed status from On Hold to Complete on Record CP-23-187 |
| May 3, 2023 at 12:06 pm | approval step Internal Parks and Recreation Approval was assigned to Margarita Arenas on Record CP-23-187 |
| May 3, 2023 at 12:06 pm | changed the deadline to May 26, 2023 on approval step Internal Parks and Recreation Approval on Record CP-23-187 |
| May 4, 2023 at 2:53 pm | Margarita Arenas waived approval step Internal Parks and Recreation Approval on Record CP-23-187 |
| May 4, 2023 at 2:53 pm | approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-187 |
| May 4, 2023 at 2:53 pm | changed the deadline to May 07, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-187 |

Timeline

| Label | Status | Activated | Completed | Assignee | Due Date |
|---|----------|-------------------------|-------------------------|------------------|------------|
|  Cashiering and Permitting | Complete | May 3, 2023 at 9:37 am | May 3, 2023 at 12:06 pm | Kim Gerbert | 05/06/2023 |
| Internal Parks and Recreation Approval | Skipped | May 3, 2023 at 12:06 pm | May 4, 2023 at 2:53 pm | Margarita Arenas | 05/26/2023 |
|  Parks and Recreation Commission Review and Scheduling | Active | May 4, 2023 at 2:53 pm | - | Lesley Capp | 05/07/2023 |

| Label | Status | Activated | Completed | Assignee | Due Date |
|--|----------|-----------|-----------|----------|----------|
| ✓ Parks and Recreation Commission Approval | Inactive | - | - | - | - |
| ✓ Recreation Services | Inactive | - | - | - | - |
| ✓ Traffic Engineering | Inactive | - | - | - | - |
| ✓ Engineering | Inactive | - | - | - | - |
| ✓ Risk Manager | Inactive | - | - | - | - |
| ✓ Building Department | Inactive | - | - | - | - |
| ✓ Parks and Recreation | Inactive | - | - | - | - |
| ✓ Fire Marshal | Inactive | - | - | - | - |
| ✓ Police Department/Extra Duty | Inactive | - | - | - | - |
| ✓ Police Department/Use of Parks | Inactive | - | - | - | - |
| ✓ Director of Operations | Inactive | - | - | - | - |
| 🏠 Custom Payment | Inactive | - | - | - | - |
| 📄 Permit Issuance | Inactive | - | - | - | - |
| 📄 Temp. Over the Bridge Vehicle Pass | Inactive | - | - | - | - |

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248364843
July 26, 2012 LTR 4168C E0
06-1438889 000000 00

00020496
BODC: TE

REACH PREP INC
1 DOCK ST STE 100
STAMFORD CT 06902

Employer Identification Number: 06-1438889
Person to Contact: Ms. Osborne
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 17, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1996.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248364843
July 26, 2012 LTR 4168C E0
06-1438889 000000 00
00020497

REACH PREP INC
1 DOCK ST STE 100
STAMFORD CT 06902

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager
Accounts Management Operations

REACH Prep's 5K Walk/Run

We are in early stages of planning so this could change slightly.

- Paved 1 mile loop as our course
- We would have some tables set up with bottled waters and packaged snacks for our participants
- Yard signs around the loop for our donors/ potential water stations
- Main area where everyone would gather at the start/finish would be at the circle marked below (this can be changed as needed)

Potential Timeline:

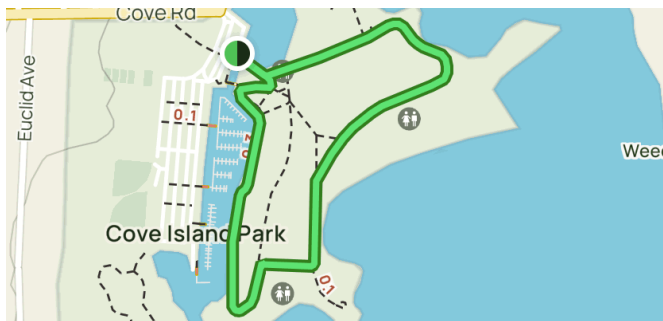
6:30 AM REACH Prep team arrives to set up

9:00AM start time- guests arrive, may have a vendor such as a balloon artist to interact with kids

9:30AM walk starts- everyone embarks on the course

10:30AM end- everyone is back at the main site and the event will conclude

12:00 PM- everything is broken down and the event has fully concluded



Everyone would have the option to complete the loop once, twice if they want to do extra.