

CP-23-195

Special Events & Film Applications/Permits

Status: Active**Date Created:** May 5, 2023**Applicant**

Sam Cleaves
samcleaves4@gmail.com
9 Oval Avenue
Riverside, CT 06878
2035501491

Primary Location

1125 COVE ROAD
STAMFORD, CT 06902

Owner:

CITY OF STAMFORD COVE ISLAND MARINA
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>).

Event Date

08/03/2023

Will this event be held on a weekend?

No

Special Event Set Up Start Date:

08/03/2023

Special Event Set Up End Date:

08/03/2023

Set Up Time

12:00 PM

Break Down Time

9:00 PM

Event Start Time

4:00 PM

Event End Time

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.

8:30 PM

Please select a city park.

Cove Island Park

Name of Event or Vendor

The HT40 Foundation

Description of Event:

The purpose of this event is to launch a new charity campaign called the Shoulder Check, created by The HT40 Foundation, a newly-formed public charity (501c3) working to encourage young men and women to commit to supporting one another.

The focus of the event is a fundraiser in the form of an all-star hockey game being held at Terry Connors Rink featuring National Hockey League and Premier Hockey Federation pro players. Prior to the all-star game, 2006-born boys and girls players, many of whom will one day join these pro players as future teammates, will take the ice to showcase their skills.

Between the two games, the pros and 2006-born players will circle up at center ice, alongside the young men and women who are working to make this event a success, putting their hands on each other's shoulders, making the commitment to support one another through the highs and lows, not just in sport, but in life. This gesture is the signature of the Shoulder Check program, and after the players make the commitment, we will then ask everyone in attendance to similarly put their hands on each others shoulders and commit to supporting each other.

Reach out. Check in. Make contact. That's our message and to learn more about our organization and our mission, please visit shouldercheck.org (<https://shouldercheck.org/>) (we're eager to tell you more at the review committee meeting)

We aim to stream the game live and guest broadcasters will MC the event for those unable to attend in person.

Our goal is to make this gesture a part of youth and sports culture - and with your support, this event will be how we get the movement started!

The majority of our event activity will take place within Terry Connors Rink. A small area within the parking lot alongside the rink would be used for food trucks and a separate roped off section for a local brewery, if that is permissible/approved. Tables would be set up alongside the building sidewalk where we will have things like branded merchandize available for purchase and local merchant showcases. We expect the event will fill the rink, so we expect we'd need to use a large amount of the parking area and we understand there are police and security requirements to help manage the flow of traffic. We are unsure if softball games are scheduled for that evening at the fields next to the rink, but if they are, we'd make sure parking was left available for their use.

The blueprint for our event is The Big Assit hockey game which was an annual event held at Terry Connors Rink, which was last run in 2015. Many of the same people who helped make that event such an effective charity fundrasier are helping to make this new game a success.

Our goal is to make this a signature event, both for our foundation and for the City of Stamford and Terry Connors Rink and in so doing, creating an annual event that can become a point of pride for us all. Our foundation will have a national footprint, but it is based in the communities we live in, none more important than our home here in Fairfield County, which is why we'd be honored to hold the game here at Terry Connors and hope our local officials will join us there at the game as well.

And because of the reach of our organization, and the marquee nature of the event, we expect many out of town guests and therefore a degree of commerce should flow to the surrounding area as well (hotels, resturants, etc) in addition to positive media coverage within the region and beyond.

We are genuinely excited to have the chance to try and build something special here with your support.

The HT40 Foundation is a 501c3 public charity.

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):

2,000

Contact Person (if different from applicant):

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Local Business Name & Address:

The HT40 Foundation
170 Ridge Acres Road
Darien, CT. 06820

Is this a corporate or company hosted event?

No

Phone Number (if different from applicants):

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Secondary Phone Number (back up contact):

Rob Thorsen - 9172090270

Will beer be served?

Yes

Will there be catered food at this event?

Yes

Have you ever had a permit revoked?

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.

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?

Yes

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

Tents would be placed outside the terry connors rink in the event of rain - back-yard size tents to cover tables and any vendors.

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.

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

Vehicle Color

n/a

Please provide your EIN or Tax ID if applicable

xxx-xx-9919

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

Yes

If Yes, please describe how, where, and when

The event will be promoted on our organization's website and social channels (shouldercheck.org) as well as through the social feeds of programs participating in the Shoulder Check program, like the Mid Fairfield Youth Hockley Association. We will begin doing so around mid-June, as we start to distribute tickets to the event.

Will you be requesting the use of a pavilion?

No

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

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 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.

Vehicle Make

n/a

Vehicle Model

n/a

Vehicle Plate Number & State

n/a

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

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

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):

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Select Third Employee

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Number of Hours Worked (3rd)

--

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 trees 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.

Sam Cleaves
04/19/2023

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?

--

Meter Numbers

--

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

Date of P&RC Scheduled Meeting

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portal. This meeting occurs monthly on the 3rd Wednesday of the month. Link to Agendas online:
















Attachments

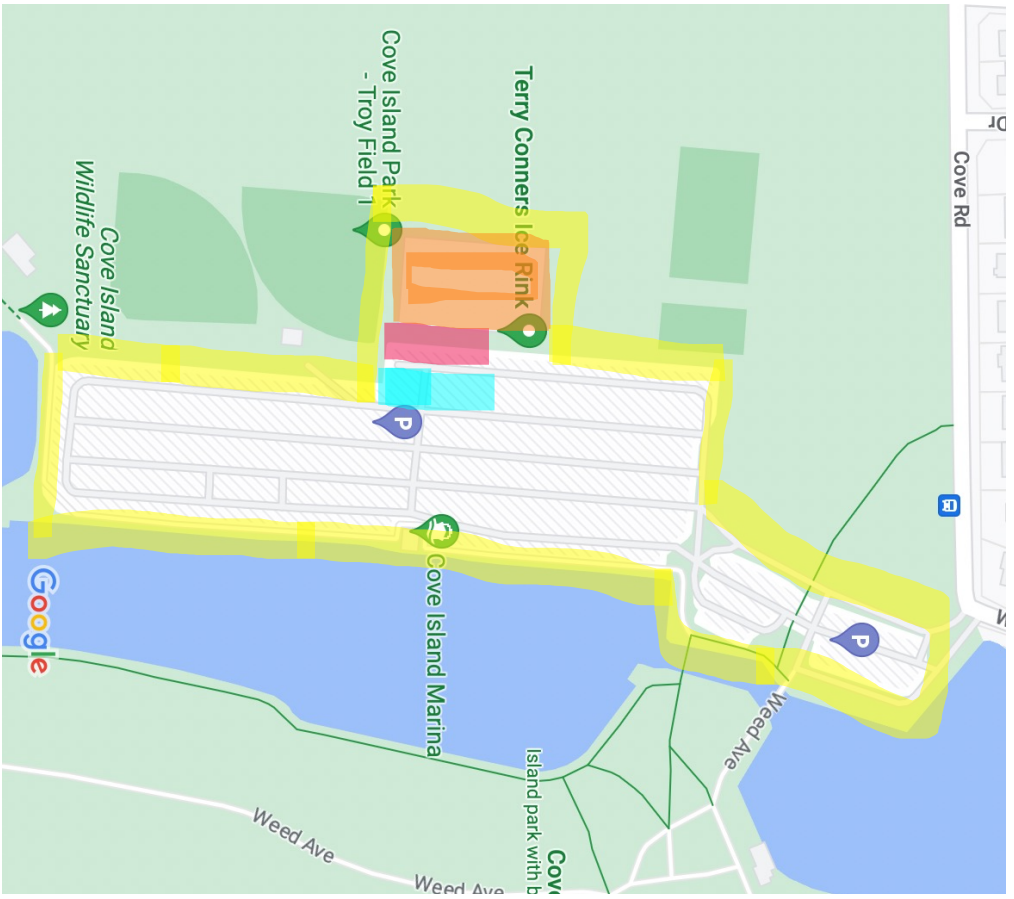
-  HT40 Insurance for Stamford Permit Application.pdf
Uploaded by Sam Cleaves on May 5, 2023 at 2:52 pm
-  8 3 Shoulder Check Event Map.pdf
Uploaded by Sam Cleaves on May 4, 2023 at 11:58 am
-  HT40 501c3 Determination Letter.pdf
Uploaded by Sam Cleaves on May 4, 2023 at 11:56 am

History

Date	Activity
Apr 19, 2023 at 12:17 pm	Sam Cleaves started a draft of Record CP-23-195
May 4, 2023 at 11:55 am	Sam Cleaves added Do you plan to use owned or rented equipment during the event? to Record CP-23-195
May 5, 2023 at 2:53 pm	Sam Cleaves submitted Record CP-23-195
May 5, 2023 at 2:53 pm	approval step Cashiering and Permitting was assigned to Daniela Castrillon on Record CP-23-195
May 5, 2023 at 2:53 pm	changed the deadline to May 08, 2023 on approval step Cashiering and Permitting on Record CP-23-195
May 5, 2023 at 3:20 pm	Daniela Castrillon assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-195
May 5, 2023 at 3:32 pm	Kim Gerbert changed Please select an event category from "Other" to "Athletic/Recreation" on Record CP-23-195
May 5, 2023 at 3:33 pm	Kim Gerbert altered approval step Cashiering and Permitting , changed status from Active to On Hold on Record CP-23-195

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Cashiering and Permitting	On Hold	May 5, 2023 at 2:53 pm	May 5, 2023 at 3:33 pm	Kim Gerbert	05/08/2023
 Internal Parks and Recreation Approval	Inactive	-	-	-	-
 Parks and Recreation Commission Review and Scheduling	Inactive	-	-	-	-
 Parks and Recreation Commission Approval	Inactive	-	-	-	-
 Recreation Services	Inactive	-	-	-	-
 Health Department	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	-	-	-	-



Event perimeter and parking, as defined by the parking area



Tables and small tents covering them arranged in a line here for local partners to share info and for our Shoulder Check merch table (pending vending permit approval)



Food and beverage concessions – through the park or through local food trucks. If beer is served, a separate 21+ area will be roped off here as well.



On-ice game takes place from 6 – 8:30 inside the rink. (time can be adjusted based on park rules)