

## CP-23-252

Special Events & Film Applications/Permits

**Status:** Active

**Date Created:** May 31, 2023

### Applicant

Bonnie Kim Campbell  
bkcampbell@stamfordct.gov  
40 Stillwater Avenue  
7-C  
Stamford, CT 06902  
203-648-3122

### Primary Location

73 Carwin Park SPRUCE STREET  
Stamford, CT 06902

### Owner:

CITY OF STAMFORD PARK  
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

Concert/Performance

#### Is this a new event?

No

#### 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?nodetd=COOR\\_CH179PESTVESO](https://library.municode.com/ct/stamford/codes/code_of_ordinances?nodetd=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](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

08/08/2023

#### Will this event be held on a weekend?

No

#### Special Event Set Up Start Date:

08/08/2023

#### Special Event Set Up End Date:

08/08/2023

#### Set Up Time

4:30pm

#### Break Down Time

9:00pm

#### Event Start Time

6:30pm

#### Event End Time

8:30pm

**Please select a city park.**

Carwin Park

**Name of Event or Vendor**

Take Back Carwin Park Summer Music Series

**Description of Event:**

RHYTHM & BLUES PERFORMANCE

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

No

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

**Number of Participants (including children):**

100

**Contact Person (if different from applicant):**

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**Local Business Name & Address:**

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**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):**

203-648-3122

**Will beer be served?**

No

**Will there be catered food at this event?**

No

**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?**

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.

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

**Please provide your EIN or Tax ID if applicable**

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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.

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

Yes

If Yes, please describe how, where, and when

Facebook and Instagram as soon as permit is approved.

Will you be requesting the use of a pavilion?

No

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

Yes

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](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**

Yes

**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):**

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**Date projected to work (1st):**

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**Select Second Employee**

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**Number of Hours Worked (2nd):**

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**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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**Additional Cove Vehicle**

Vehicle Make

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Vehicle Model

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Vehicle Color

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Vehicle Plate & State

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**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.**

Bonnie Kim Campbell  
05/31/2023

**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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**Parks Maintenance Seasonal (Hours)**

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**Number of Meter Bags:**

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**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**

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**

-  Certificate of Liability.docx  
Uploaded by Bonnie Kim Campbell on May 31, 2023 at 10:42 am
-  Take Back Carwin Park Event Plan.docx  
Uploaded by Bonnie Kim Campbell on May 31, 2023 at 10:43 am

**History**

Date	Activity
May 31, 2023 at 10:34 am	Bonnie Kim Campbell started a draft of Record CP-23-252
May 31, 2023 at 10:44 am	Bonnie Kim Campbell submitted Record CP-23-252
May 31, 2023 at 10:44 am	approval step Cashiering and Permitting was assigned to Daniela Castrillon on Record CP-23-252
May 31, 2023 at 10:44 am	changed the deadline to Jun 03, 2023 on approval step Cashiering and Permitting on Record CP-23-252
May 31, 2023 at 10:47 am	Daniela Castrillon assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-252
Jun 1, 2023 at 11:01 am	Kim Gerbert approved approval step Cashiering and Permitting on Record CP-23-252
Jun 1, 2023 at 11:01 am	approval step Internal Parks and Recreation Approval was assigned to Margarita Arenas on Record CP-23-252
Jun 1, 2023 at 11:01 am	changed the deadline to Jun 24, 2023 on approval step Internal Parks and Recreation Approval on Record CP-23-252
Jun 5, 2023 at 12:24 pm	Margarita Arenas waived approval step Internal Parks and Recreation Approval on Record CP-23-252
Jun 5, 2023 at 12:24 pm	approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-252
Jun 5, 2023 at 12:24 pm	changed the deadline to Jun 08, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-252

**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
 Cashiering and Permitting	Complete	May 31, 2023 at 10:44 am	Jun 1, 2023 at 11:01 am	Kim Gerbert	06/03/2023
 Internal Parks and Recreation Approval	Skipped	Jun 1, 2023 at 11:01 am	Jun 5, 2023 at 12:24 pm	Margarita Arenas	06/24/2023
 Parks and Recreation Commission Review and Scheduling	Active	Jun 5, 2023 at 12:24 pm	-	Lesley Capp	06/08/2023
 Parks and Recreation Commission Approval	Inactive	-	-	-	-
 Risk Manager	Inactive	-	-	-	-
 Parks and Recreation	Inactive	-	-	-	-
 Facilities	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	-	-	-	-

# **TAKE BACK CARWIN PARK SUMMER MUSIC SERIES**

## **Rhythm & Blues Performance**

### **Main Entrance:**

- Greeter/Counter.
- Voter Registration.

### **Entertainment:**

- Located in front of water feature control.

### **Seating:**

- Self-Seating with personal chairs and on park walls, benches & picnic tables.

### **Entrance & Exit:**

- Spruce Street Entrance & Exit.
- Stillwater Avenue through Marin Luther King, Jr. Apts. (Gate).

**Stamford Police Department staff will display a presence as an event partner for 10 years.**