



CP-23-375

Special Events & Film
Applications/Permits

Status: Active

Submitted On: 9/5/2023

Primary Location

45-Lione Park MAGEE
AVENUE
Stamford, CT 06902

Owner

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

Applicant

Gabriella Tozzi
 203-205-9043
gabriella.tozzi@uwwesternct.org
 1150 Summer Street
2nd Floor
Stamford, CT 06905

Cashiering & Permitting

What type of service are you in need of today?*

Special Events

Please select an event category *

Other

You selected Other, please describe the type of event*

Family Engagement Event (need area directly surrounding gated playground only-please keep all sports fields and courts open to the public, including the playground itself)

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 *

10/14/2023

Will this event be held on a weekend?*

Yes

Special Event Set Up Start Date: *

10/14/2023

Special Event Set Up End Date:*

10/14/2023

Set Up Time* ?

8:45 AM-10:00 AM

Break Down Time* ?

12:00-1:00 PM

Event Start Time* ?

10:00 AM

Event End Time* ?


12:00 PM

Please select a city park.* ?

Lione Park

Name of Event or Vendor* ?

Stamford Cradle to Career/United Way of Coastal and Western CT


Description of Event:* 

Family engagement event to support the families of Stamford, specifically aimed at fathers/father figures and children. We aim to reach Stamford residents, including regular visitors/patrons of Lione Park. We only need the immediate surrounding area of the gated playground at Lione Park reserved for us. Please do not reserve any of the sporting areas (soccer field, basketball and volleyball courts) nor the playground as we plan to attract the public.

We expect to host 9 additional partners/sponsors who will have their own information tables, most likely with activities for parents and children. We also plan to have one registration table and one refreshments table (coffee/water and light breakfast foods/snacks).

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

Yes

Number of Participants (including children): * 

100

Contact Person (if different from applicant):

Lauren Scopaz-Daunais

Local Business Name & Address:

Stamford Cradle to Career/United Way of Coastal & Western CT (1150 Summer Street, 2nd Floor Stamford, CT 06905)

Is this a corporate or company hosted event?*

Yes

Corporate Name & Address:*


Stamford Cradle to Career/United Way of Coastal & Western CT (1150 Summer Street, 2nd Floor Stamford, CT 06905)

Phone Number (if different from applicants):

(203)205-9043

Secondary Phone Number (back up contact):*

(203)979-9373

Will beer be served?* 

No

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 there be swimming at this event?*

No

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

Please provide your EIN or Tax ID if applicable

***-**-6577

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


Yes

If Yes, please describe how, where, and when*

Flyers to be created and sent via email and posted on organization social media page.

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. *



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:

Electricity ?

No

Dumpsters/Trash Toters ?

No, I do not need a Dumpster

Showmobile/Stage/Rack Truck ?

No

Podium ?

No

PA System ?

No

School Bus Parking (non SPS) ?

No

Bus Parking (non-school) ?

No

Custodial Services ?

No

Parks Maintenance ?

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):

—

Additional Cove Vehicle

🔒 Vehicle Make

🔒 Vehicle Model

🔒 Vehicle Color

🔒 Vehicle Plate & State

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.*

Gabriella Tozzi
Sep 1, 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

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

—

Attachments

Certificate of Insurance	REQUIRED
https://www.stamfordct.gov/vpc3-files/stamfordct/SC2C-Insurance.pdf SC2C-United Way of Coastal and Western CT Certificate of Insurance.pdf T_Certificate_of_Insurance_Tue_Sep_5_2023_16 Uploaded by Gabriella Tozzi on Sep 5, 2023 at 4:41 PM =2023-09-12T18%3A07%3A14Z&se=2023-09- GSBKEwdlls35PaB3w1VZ26Fpglt5IMHNPs%3D)	
Please upload a strip map or drawing describing plan/event	REQUIRED
https://www.stamfordct.gov/vpc3-files/stamfordct/Desired (Circed) Area of Lione Park-SC2C Family Engagement Event - Lione Park-10-14-2023.png Desired (Circed) Area of Lione Park-SC2C Family Engagement Event - Lione Park-10-14-2023.png Uploaded by Gabriella Tozzi on Sep 1, 2023 at 3:06 PM 23_Fri_Sep_1_2023_15-06-14.png?sp=1&sv=2017- A14Z&se=2023-09- iTzYp6SulTeTdfXJyXOzzmH%2F28WHdQeCE%3D)	
501 (c) 3 Tax Exemption Form	REQUIRED
https://www.stamfordct.gov/vpc3-files/stamfordct/501c3letter (1).pdf 501c3letter (1).pdf L_2023_15-06-14.png?sp=1&sv=2017- Uploaded by Gabriella Tozzi on Sep 1, 2023 at 3:06 PM 4Z&se=2023-09- gpxNLgnbpMWtNOYpi50rMZmNkvQT%2B58%3D)	

History

Date	Activity
9/1/2023, 1:17:09 PM	Gabriella Tozzi started a draft of Record CP-23-375
9/5/2023, 4:53:22 PM	Gabriella Tozzi updated secured field "Please provide your EIN or Tax ID if applicable " to "xxx-xx-6577" on Record CP-23-375

Date	Activity
9/5/2023, 4:55:29 PM	Gabriella Tozzi submitted Record CP-23-375
9/5/2023, 4:55:30 PM	approval step Cashiering and Permitting was assigned to Daniela Castrillon on Record CP-23-375
9/5/2023, 4:55:30 PM	changed the deadline to Sep 08, 2023 on approval step Cashiering and Permitting on Record CP-23-375
9/6/2023, 8:06:18 AM	Daniela Castrillon assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-375
9/11/2023, 2:08:57 PM	Kim Gerbert approved approval step Cashiering and Permitting on Record CP-23-375
9/11/2023, 2:08:58 PM	approval step Internal Parks and Recreation Approval was assigned to Margarita Arenas on Record CP-23-375
9/11/2023, 2:08:58 PM	changed the deadline to Sep 16, 2023 on approval step Internal Parks and Recreation Approval on Record CP-23-375
9/12/2023, 2:10:54 PM	Margarita Arenas waived approval step Internal Parks and Recreation Approval on Record CP-23-375
9/12/2023, 2:10:55 PM	approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-375
9/12/2023, 2:10:55 PM	changed the deadline to Sep 15, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-375

Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Cashiering and Permitting	9/5/2023, 4:55:30 PM	9/11/2023, 2:08:56 PM	Kim Gerbert	9/7/2023
✓ Internal Parks and Recreation Approval	9/11/2023, 2:08:57 PM	9/12/2023, 2:10:53 PM	Margarita Arenas	9/15/2023
✓ Parks and Recreation Commission Review and Scheduling	9/12/2023, 2:10:54 PM	-	Lesley Capp	9/14/2023
✓ Health Department	-	-	-	-
✓ Risk Manager	-	-	-	-
✓ Parks and Recreation	-	-	-	-
✓ Fire Marshal	-	-	-	-

Label	Activated	Completed	Assignee	Due Date
✓ Police Department/Extra Duty	-	-	-	-
✓ Director of Operations	-	-	-	-
✓ Parks and Recreation Commission Approval	-	-	-	-
✓ Police Department/Use of Parks	-	-	-	-
💰 Custom Payment	-	-	Gabriella Tozzi	-
📄 Permit Issuance	-	-	-	-

