



CP-23-405

Special Events & Film
Applications/Permits

Status: Active

Submitted On: 11/7/2023

Primary Location

0 DSSD Event - Downtown
Area
Stamford, CT 06902

Owner

Applicant

Lynne Colatrella

203-348-5285

lynne@stamford-
downtown.com

5 Landmark Square
110
Stamford, CT 06901

Cashiering & Permitting

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

Special Events

Please select an event category *

Festival/Celebration

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 leave the park at some point during the event.

Please be sure that the location you are hoping to reserve is available by going to the Cities **Park Permit Calendar**.

Event Date *

01/27/2024

Will this event be held on a weekend?*

Yes

Special Event Set Up Start Date: *

01/27/2024

Special Event Set Up End Date:*

01/27/2024

Set Up Time* ?

9am

Break Down Time* ?

10pm

Event Start Time* ?

2pm

Event End Time* ?

7pm

Please select a city park.* ?

Columbus Park

Name of Event or Vendor* ?

Fire and Ice

Description of Event:* ?

Ice sculptors live demostation fire pits expended patios for restaraunts music

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): * ?

197

Contact Person (if different from applicant):

Local Business Name & Address:

Stamford Downtown 5 Landmark Sq 110 Stamford CT 06901

Is this a corporate or company hosted event?*

No

Phone Number (if different from applicants):

Secondary Phone Number (back up contact):*

203 515-8740

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 there be swimming at this event?*

No

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?

No

You will need an **Obstruction Permit** 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 EIN or Tax ID if applicable


—

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


Yes

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

Instagram, FB Website, Eblasts

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)?*

Yes

I understand that all payments are non-refundable. *



You will need an **Parking Meter Permit** 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**.

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 

Yes

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 

Yes

Barriers to Close Off Roads 

Yes

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.*

Lynne Colatrella
Nov 7, 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

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Attachments

	Certificate of Insurance Fire and Ice.pdf Uploaded by Lynne Colatrella on Nov 7, 2023 at 1:41 PM	REQUIRED
	Please upload a strip map or drawing describing plan/event Fire and Ice layout.pdf Uploaded on Nov 7, 2023 at 2:06 PM	REQUIRED
	501 (c) 3 Tax Exemption Form irs 115 02-02.pdf Uploaded on Nov 7, 2023 at 2:06 PM	REQUIRED

History

Date	Activity
11/7/2023, 10:07:05 AM	Lynne Colatrella started a draft of Record CP-23-405
11/7/2023, 10:07:45 AM	Lynne Colatrella altered Record CP-23-405, changed ownerName from "" to ""

Date	Activity
11/7/2023, 2:32:50 PM	Lynne Colatrella submitted Record CP-23-405
11/7/2023, 2:32:52 PM	approval step Cashiering and Permitting was assigned to Daniela Castrillon on Record CP-23-405
11/7/2023, 2:32:52 PM	changed the deadline to Nov 10, 2023 on approval step Cashiering and Permitting on Record CP-23-405
11/7/2023, 2:36:49 PM	Daniela Castrillon assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-405
11/7/2023, 2:48:49 PM	Kim Gerbert approved approval step Cashiering and Permitting on Record CP-23-405
11/7/2023, 2:48:50 PM	approval step Internal Parks and Recreation Approval was assigned to Margarita Arenas on Record CP-23-405
11/7/2023, 2:48:51 PM	changed the deadline to Nov 12, 2023 on approval step Internal Parks and Recreation Approval on Record CP-23-405
11/7/2023, 3:41:49 PM	Margarita Arenas waived approval step Internal Parks and Recreation Approval on Record CP-23-405
11/7/2023, 3:41:50 PM	approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-405
11/7/2023, 3:41:50 PM	changed the deadline to Nov 10, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-405

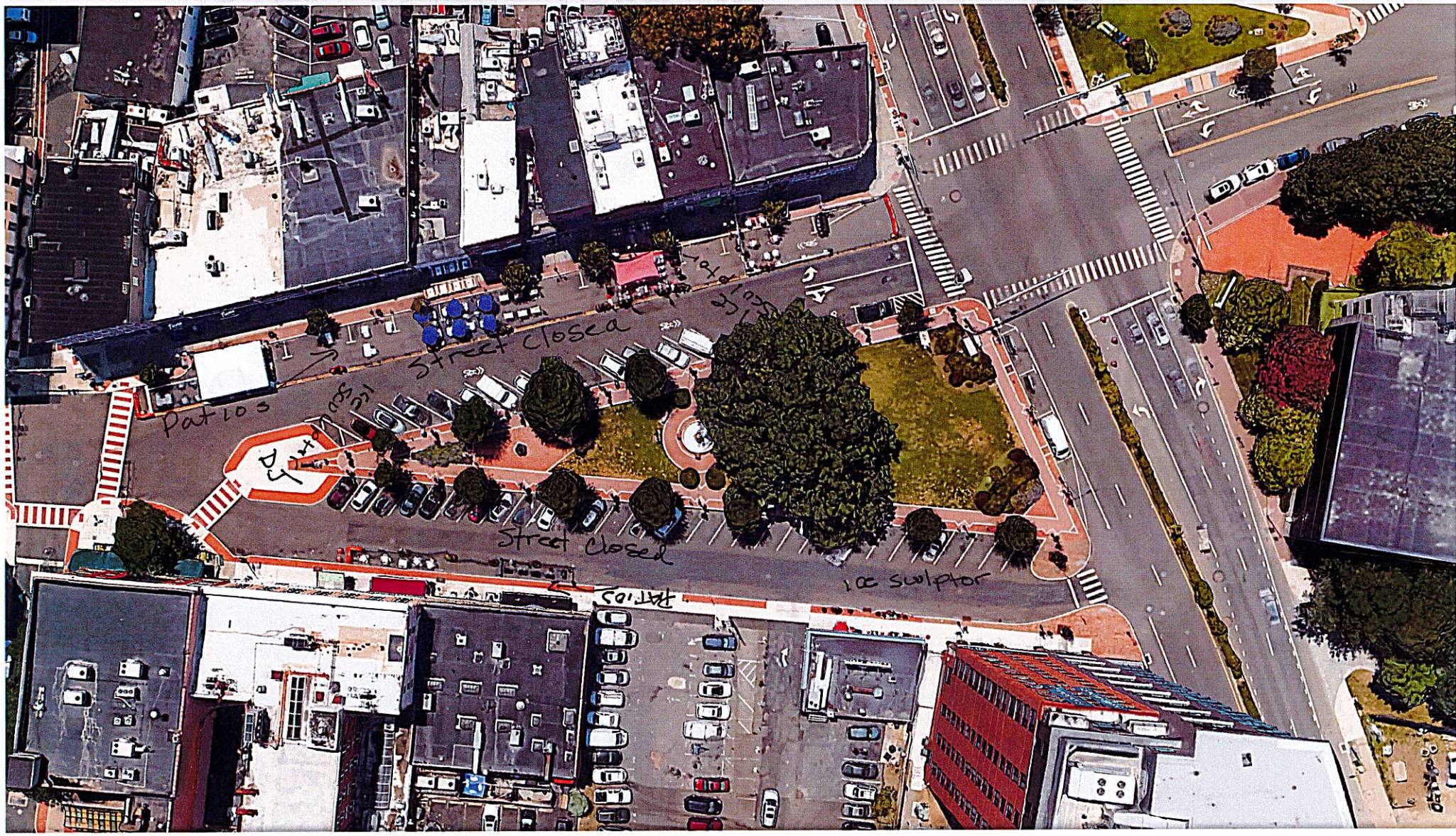
Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Cashiering and Permitting	11/7/2023, 2:32:52 PM	11/7/2023, 2:48:49 PM	Kim Gerbert	11/9/2023
✓ Internal Parks and Recreation Approval	11/7/2023, 2:48:50 PM	11/7/2023, 3:41:49 PM	Margarita Arenas	11/11/2023
✓ Parks and Recreation Commission Review and Scheduling	11/7/2023, 3:41:50 PM	-	Lesley Capp	11/9/2023
✓ Traffic Engineering	-	-	-	-
✓ Risk Manager	-	-	-	-
✓ Parks and Recreation	-	-	-	-
✓ Fire Marshal	-	-	-	-

Label	Activated	Completed	Assignee	Due Date
✓ Police Department/Extra Duty	-	-	-	-
✓ Director of Operations	-	-	-	-
✓ Engineering	-	-	-	-
✓ Meter Bag Use	-	-	-	-
✓ Parks and Recreation Commission Approval	-	-	-	-
✓ Traffic Engineering Duty Assignment	-	-	-	-
✓ Facilities	-	-	-	-
✓ Police Department/Use of Parks	-	-	-	-
✓ Parks & Recreation: City Services	-	-	-	-
💰 Custom Payment	-	-	Lynne Colatrella	-
📄 Permit Issuance	-	-	-	-



7/10/2022



Fire and Ice 11.27.2024



Help

A new look, designed to speed up how you create and share

earth.google.com

