



CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES

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Hartford, Connecticut 06103

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www.hartford.gov



LUKE A. BRONIN
MAYOR

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Special Events Permitting Process:

Effective July 5, 2016

The Department of Development Services has issued a new application form for both **Special Events Permits** and **City Hall Atrium Use Permits**, effective immediately. The new application form is attached and is now posted on the City's website. The new application form was developed in cooperation with the City's interdepartmental **Special Events Approval Committee** ("SEAC") to provide more consistent application information in order to expedite the permit approval process, which is outlined below. Once a permit has been approved, a formal permit will be issued that is signed by (i) the Director of Development Services, (ii) the Deputy Director of Development Services, or (iii) the Director of Community and Small Business Development. Any permit not bearing the signature of one of these officials is not valid.

Application Intake:

Applications for a Special Event Permits or a City Hall Atrium Use Permit ("Special Events Permit") should be submitted to Department of Development Services ("DDS") Special Events Coordinator: Marian Andoh, by email at marian.andoh@hartford.gov or fax (860)722-6402

Don Chapman, Director of Community and Small Business Development, will supervise the issuance of all Special Events Permits, and can be reached at chapid001@hartford.gov or (860)757-9048

Application Review and Permit Issuance:

The Special Events Coordinator for the City will maintain a Master Events Calendar for both Special Events and City Hall Atrium use events; all applications will be checked against this calendar for conflicting events when received. Applications presenting no scheduling conflict will be placed on the Master Event Calendar pending final approval.

Once an application has been logged, the application will be circulated to the SEAC, including representatives of the city's Police and Fire Departments, Health & Human Services Department, Department of Public Works, and Licenses & Inspections Division. The SEAC meets monthly (or more frequently as needed) to address pending permit applications. Once an application has been approved and signed by the SEAC, it will be forwarded for signature by the Director of Development Services, the Deputy Director of Development Services, or the Director of Community and Small Business Development. DDS will then issue the executed permit.



**CITY OF HARTFORD
SPECIAL EVENTS PERMIT APPLICATION**

A completed and approved Special Events Permit is required for any event held on City property or in City buildings which requires City or State permits or authorizations.

The Special Events Permit process has five goals:

- To ensure the health, safety and welfare of the public
- To minimize the financial and legal risks to the Event Organizer, and the City of Hartford
- To balance the benefits of Special Event against disruption to business owners, residents, and others.
- To protect our public assets, including our historic parks which have fragile ecosystems and significant irreplaceable features, including trees over a century old.
- To facilitate careful planning which in turn will spur economic development for the whole city of Hartford.

Application Deadlines

- Applications *completed* or *received* less than 30 days before the proposed Special Event will **NOT** be accepted
- Please note that other agencies such as the Hartford Department of Health & Human Services and the Connecticut Liquor Control Commission require timely submission of separate applications for temporary food/beverage service permits.

Application Submission

- The application will be deemed complete by the City when all of the required items are provided by the Event Organizer.
- Completed applications may be submitted to the City's Department of Development Services, in one of three (3) different formats:
 - Email: marian.andoh@hartford.gov
 - Fax: (860)722-6074 or (860)722-6402
 - Mail: City of Hartford, Department of Development Services
Re: Special Events Permit Application
250 Constitution Plaza, 4th floor, Hartford, CT 06103
- Submission of this application does not guarantee approval by the City of Hartford.

Questions? Contact Marian Andoh at (860) 757-9526 or marian.andoh@hartford.gov

**CITY OF HARTFORD
SPECIAL EVENTS PERMIT APPLICATION**



SECTION A: APPLICATION INFORMATION

Applicant/Organization: _____ **Event Coordinator:** _____

Applicant Address: _____

Business Phone: _____ Fax Number: _____

Event Coordinator Cell Phone: _____

Event Coordinator Email Address: _____

SECTION B: EVENT INFORMATION

Event Title: _____

Event Date: _____

Type of Event: Race Marathon Festival Concert Block Party

Carnival Parade Other: _____

No organization or Event Coordinator may hold more than 5 blocks parties per calendar year at the same location.

Description of the Nature & Purpose of the Event:



Frequency of Events

Is this an annual event? Yes No

Has this event ever been held before in substantially similar form? Yes No

Event Location

Park – If so, indicate the name of the park and exact location in the park for the requested permit.

- Bushnell Sigourney Colt Elizabeth
- Goodwin Keney Pope *Riverfront Plaza
- *Riverside Park Lozada Other _____

**Requires prior Riverfront Recapture signoff.*

Events in any park are subject to the Parks rider (attached).

Specify location(s) within the park: _____

City Hall Atrium

Other City Building – if so, what building _____

Streets – if so, what streets? Indicate starting/termination point for block party/race/parade.

Which lanes will you be using? All Left Lanes Right Lanes

Are you also using the sidewalks? Yes No

Will streets need to be closed to parking or will parking meters need to be “bagged” (covered) to prohibit parking? Yes No

If yes, please identify proposed locations for such closures/prohibitions:

For races/parades, please consult with City’s Special Events Coordinator about approved routes.



Total Attendance: _____

Event Date(s): _____

Day 1: _____ AM/PM to _____ AM/PM
Day 2: _____ AM/PM to _____ AM/PM
Day 3: _____ AM/PM to _____ AM/PM

Setup Date(s) – including assembly times before parades: _____

Day 1: _____ AM/PM to _____ AM/PM
Day 2: _____ AM/PM to _____ AM/PM
Day 3: _____ AM/PM to _____ AM/PM

Take Down Date(s): _____

Day 1: _____ AM/PM to _____ AM/PM
Day 2: _____ AM/PM to _____ AM/PM
Day 3: _____ AM/PM to _____ AM/PM

No block party may be held or be taken down after 11:00 p.m.

Proposed Rain Dates/Plan: _____

Site Plan

Please attach a site plan, which is drawn to scale, with the following designated areas where applicable

- Admissions Gate
- Assembly areas for parades
- Fencing and/or barricades
- Generator locations and/or source of electricity
- Tent locations and sizes
- Booths, exhibits, displays or enclosures
- Platforms, stages, or related structures
- Vehicles and/or trailers
- Portable toilets
- Trash/recycling containers and dumpsters
- Gas tanks (i.e. helium, propane, etc.)
- Beer garden / Alcohol area
- Food concession and/or food preparation area(s)
- All handicap, pedestrian, and fire access
- First aid station and ambulance location (for events with 5,000 people or more)
- If a race/parade, map of proposed routes (including start and termination points)
- Parking Areas
- Handwashing stations



SECTION C: CONCESSIONS & ACTIVITIES

Tickets:

Will you be charging fees or selling tickets for this event? Yes No

If yes, what are the fees or ticket prices? _____

Vending: Food Beverages Goods Services

**The following does not apply to free distribution of water to the public*

Total # of vendors: _____ Total # of Vendors based in Hartford: _____

Have all the names of all vendors been provided to the Division of Licenses and Inspections?

Yes No

*Names of all vendors must be provided to the Division of Licenses & Inspections 10 days prior to the event
All vendors must register with the Hartford Police Department*

If food will be sold, have your vendors applied for a Temporary Food Service License from the City's Department of Health & Human Services? Yes Not yet

Food service vendors must contact the Department of Health and Human Services at: (860)757-4760 for a Temporary Food Service License application. Completed applications must be submitted as least fifteen (15) business days before the event. The fee is \$75 per vending station (\$25 for non-profit organization), payable by credit card, money order or check to the City of Hartford. ALL applications received less than 15 days prior to the day of the event will be subject to the Hartford municipal code's late fee schedule.

ALL food service vendors, including their day-of on-site representative(s), must undergo training with the Health and Human Services Department, the Fire Department, the Police Department, and/or the Special Events Coordinator to be informed of State and City regulations with regard to vehicular access, security, waste management, grease disposal, flames, and other safety regulations. All food service vendors MUST undergo this training, or they will not be allowed to sell food the day of the event.

If food will be sold, please make your vendors aware that they may not dispose of cooking grease on City streets, sidewalks, parks or storm drains.



If alcohol will be served? Yes No

The State Liquor Commission is located at 165 Capitol Avenue, Hartford, CT 06106. Failure to obtain a liquor permit will result in exclusion of dispensing alcoholic beverages or the cancellation of your event.

If alcohol will be served, all alcoholic beverage vending and consumption must occur in a designated area that is fenced off

Any sale and consumption of alcoholic beverages MUST be located in an area that is fenced in. A security guard must be provided by the Event Coordinator and must check identification and designate through stamps or wristbands all individuals eligible to drink alcoholic beverages. Such individuals must remain in the fenced-in area.

If goods will be sold, have your vendors applied for an Itinerant Peddler License form the City's Licenses & Inspections Division? Yes Not Yet

The City's Licenses & Inspections Division is located at 260 Constitution Plaza, Hartford, CT 06103. The cost for the permit is \$25 per day or \$100 per week, and no vendors may sell merchandise without it.

Entertainment: Live Music DJ/Radio Music Performers Dancing Stage

Will there be sound amplification? Yes No

If yes, please describe the equipment to be used, the timing of any sound checks, and the maximum decibel level.

All noise emitted by the Special Event must comply with Chapter 23 of the Municipal Code, regarding noise, including but not limited to restrictions in residential areas during the day of 55 dBa and during evenings after 10:00 p.m. of 45 dBa.

If yes, please identify the sound company, contact name, and phone number:

Games/Rides: Bounce House Mechanical Rides Non-Mechanical Rides
 Games Animal Rides / Zoo Parades

If using games/rides, please describe their number and nature:



If using games/rides, please identify the provider(s)/operator(s), contact name(s), and phone number(s):

Flame Effects: Fireworks Pyrotechnics Open Flames (bonfires, lanterns, torches)

If yes, a Flame Effects Permit may be required and Fire Department detail may be required for your event. Please note that open flames or fires are not allowed in public spaces or parks.

Sanitation/Waste Management Impact:

Please provide a detailed description of your waste management plans for the event, including number of recycling/trash/composting receptacles to be provided; the name and contact information of recycling/trash/composting pick-up companies.

All Events MUST either (1) provide your own recycling receptacles for all areas, other than the areas along public streets used for races/marathons or parades, or (2) utilize the Department of Public Works recycling receptacles, with reimbursement to the Department of Public Works.

Portable Toilets:

Total # of Toilets: _____ # of ADA Complaint Toilets: _____

Portable toilets are required for all Special Events held outside a public building (with toilets accessible during the Special Event), with 50 or more people. ADA facilities are required at all events. The City requires a minimum of 2 regular and 1 ADA compliant portable toilet for every additional 500 people.

Handwashing Stations:

of Handwashing Stations for the Public: _____

Handwashing stations equipped with antibacterial soap are required for use by the public. In addition, each food service vendor site must have a handwashing station with running water.



SECTION E: SAFETY

Structures: Tents Bleachers Stages

If yes, how many and what size?

If yes, please identify the installer, contact name, and phone number:

Tents over 200 square feet require a permit and inspection from the Fire Marshal’s Office, and additional inspections may be required by the Department of Public Works for tents in parks to avoid damage to City’s irrigation lines. See Section C for information about cooking taking place in tents. Generators, tents, bleachers and stages may be subject to permits and inspections by the Division of Licenses & Inspections and the Fire Marshal’s Office. Such inspections must take place prior to the event.

Security:

Have you reserved and paid for all necessary Hartford Police Department personnel to staff your event? Yes Not Yet

Will you be using private security? Yes No

If yes, please describe the nature of this private security (how many individuals, how they will be identified).

Block parties shall be provided with one police officer and two barricades, included in the permit fee. Private security must be provided by the Event Coordinator to ensure that alcoholic beverages other than those alcoholic beverages sold by approved vendors are not brought into the event.



Lighting:

Is your event at night? Yes No

If yes, please describe how the area will be illuminated to ensure safety to the participants and spectators.

Emergencies, traffic control, life safety:

Please describe your emergency services plan, noting that if the Director of Licenses & Inspections, Chief of the Hartford Police Department, or Chief of the Hartford Fire Department, or their designee(s), find this plan to be inadequate, he/she may order additional services to be provided at your cost:

A first aid station is recommended for all events and is required, along with ambulance service, for events over 5,000 people. The Fire Chief shall have final determination if additional EMS service is to be provided and such service shall be conducted by members from the Hartford Fire Department. Please identify the EMS Company, contact name and phone number:



SECTION D: FEES & FINANCIAL OBLIGATIONS

An estimate will be provided to the Applicant for any services provided by the City. All Applicants must pay the associated permit fee prior to their event. The remaining balance will be invoiced and must be paid within 60 days of said event's end

Fire Marshall Special Event Fee \$25
Submit by mail or in person to Hartford Fire Marshal's Office at 253 High Street, Hartford, CT 06103

Basic Permit Fee

For One-Day Festivals:

# Attendees	Fee
<100 (and no admissions fee)	\$0
100 – 1,000	\$ 1,000
1,000 +	\$10,000

For Parades:

Type	Fee
<i>Large Processions</i>	
Distance < 0.5 miles	\$10,000
Distance < 1.5 miles	\$20,000
Small Processions (occupying 1 travel lane for up to 9 blocks)	\$350

Block Parties:

Festivals without admissions fees \$200
 occupying a standard city block or less,
 and lasting less than 4 hours:



Estimate for Services

Special Event applicant will be responsible to pay the following costs in full 60 days after event has taken place. City services may include, but shall not be limited to, services provided by Department of Public Works, Licenses & Inspections, Fire Department, Police Department, and other City departments, as well as contractors to the City, and others doing work by and on behalf of the City to staff, inspect, clean up, provide emergency services, and otherwise handle your Special Event on behalf of the people of the City of Hartford..

If there are any unforeseen incidents that occur at the approved event, the Applicant will reimburse the City for services provided that result in further overtime than estimated.

Unforeseen incidents include:

Starting or ending event earlier or later than originally proposed

Damage to venue space (including turf)

Criminal Activity

Crowd/attendance overage

Any health, welfare and safety emergencies.

Insurance:

Have you arranged for required certificate of insurance? Yes Not Yet

Do you acknowledge that you must provide the certificate of insurance to the City of Hartford at least 15 days before the Event, or your event will not be allowed to take place?

Yes

*The City of Hartford requires the person or organization applying for the permit to submit a Certificate of Insurance for liability insurance with limits of \$1,000,000 bodily injury and property damage (or \$2,000,000 combined single limit). For events over 5,000 people, the City of Hartford requires general liability insurance of \$2,000,000 for bodily injury and property damage (or \$5,000,000 combined single limit). The City of Hartford, and its employees and/or agents must be named as an additional insured. If alcoholic beverages are to be served/sold, (must be pre-approved by the Hartford City Council) an additional \$50,000 Liquor Liability or Dram shop Liability insurance is required. If the insured named on the insurance certificate is not the Applicant then he/she **MUST** sign the application as a co-signatory/guarantor.*



SECTION E: OTHER REPRESENTATIONS BY THE APPLICANT

By signing this application, the Applicant, Event Coordinator, and Co-Signatory/Guarantor hereby declare and agree to the following:

- They affirm to the truth in the statements in this application.
- The Applicant and Event Coordinator represent that he/she/they are the duly authorized legal agent to represent and sign for the Applicant sponsoring the event.
- They shall be jointly and severally liable for any and all damages, fees, and costs that may arise in conjunction with this event. More specifically, they hereby agree at all times, to defend, and indemnify, protect and save harmless the City of Hartford and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fee) arising out of injuries to any person, or property, that may arise as a result of any occurrence, negligence or the applicant's use.
- They have read, understand, and agree to abide by the Parks Rider, if applicable.
- They have obtained or applied for all necessary permits and certificates from various city, state, and federal departments regulating activities proposed to take place in conjunction with the Special Event.
- They and any Board of Directors and/or principal personnel of the organization will be responsible for the Special Event and any payment due, and they understand that failure to pay balances due to the City of Hartford within 30 days after the Special Event may result in an automatic rejection of any future application for another Special Event. They will pay for any damage to City property or equipment caused by them, their contractors, employees and invitees.

SECTION F: SIGNATURES

FOR THE APPLICANT:

Print Name of Event Coordinator: _____

Title of Applicant _____
(Duly authorized to act by and on behalf of the following Applicant)

Signature of Event Coordinator: _____ Date: _____

Print Name of Co-Signatory/Guarantor (if applicable): _____

Title of Co-Signatory/Guarantor: _____

Signature of Co-Signatory/Guarantor: _____



PARKS RIDER TO

SPECIAL EVENTS PERMIT APPLICATION

This Parks Rider serves as an addendum to the Special Event Permit Agreement to clarify the obligations of Event Coordinators to protect and preserve the fragile and historic nature of Hartford's parks for generations to come, while still balancing and recognizing our City's enthusiasm for Special Events.

The following provisions shall apply to Special Events taking place in City parks:

- Driving vehicles off of designated park roadways, including on sidewalks and on grass, is not allowed without expressed written permission as part of the Special Event Permit.
- There are no open flames or fires allowed in public spaces or parks.
- No more than 2 large festivals (defined as audiences over 5,000 persons with food vendors) shall take place per month in Bushnell Park, and such events may not occur within the same 5-day period.
- Vehicles shall not park under the dripline of any tree, within 50 feet of any playground, or in any areas not designated in an approved Special Event site plan for parking. If parking is authorized in a Special Event Permit to take place on grass, plywood shall be placed under vehicle tires to minimize damage to flora and fauna and compaction of soils.
- Loading and unloading of equipment should occur on the street wherever possible. If street-side loading is not possible, vehicles must park in approved, designated areas, ideally existing paved paths. Loading and unloading of vehicles within park boundaries but not in a parking lot may only occur for the smallest period of time the occupant(s) of such vehicle(s) reasonably require to load and unload such goods and materials.
- An Event Organizer planning to place tents in any park with an irrigation system must first inquire of The City of Hartford Department of Public Works (DPW) to determine the exact location of subsurface water lines and sprinkler heads to protect against damage from tent stakes, vehicles or other equipment. Said location must be approved by Department of Public Works personnel, before any tent is erected.
- No more than 15 vehicles shall be allowed to park behind the Bushnell Park Pavilion Band Shell.

Some of the above provisions are contained in the zoning regulations. Special Event organizers may be liable for violations of the zoning code in an amount up to \$100 per violation, or \$250 per violation if willful.



FIRE MARSHAL'S REQUIREMENTS FOR SPECIAL EVENTS

GENERAL

COOKING

- A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided.
- A Class K portable fire extinguisher shall be provided near any deep fat frying operation.
- Outdoor cooking that produces sparks or grease-laden vapors (including but not limited to deep fat frying and the cooking of raw meat) shall not be performed within twenty (20) feet of any tent.
- Hibachis, grills, and other similar devices used for cooking must be separated by a minimum of twenty (20) feet from any tent, and ten (10) feet from any building or other structure; separation of three (3) feet from the public must be achieved by a physical barrier in all areas subject to foot traffic.
- Charcoal cooking is permissible, provided site approval is granted by other City agencies and the following provisions are met:
 - Metal container with lid to place ashes and coals in for removal from site
 - 5 gallon bucket of water or 2 ½ gallon pressurized water extinguisher

PROPANE

- Quantity on site shall be limited to one (1) cylinder per appliance and one (1) spare cylinder per appliance.
- Cylinders shall be secured in the upright position and protected from damage.
- Equipment shall be listed and installed per manufacturer's instructions and as specified in the *International Mechanical Code* and the *International Fuel Gas Code*.

GENERATORS

- Shall be isolated from contact with the public by physical guards, fencing, or an enclosure.
- Shall be separated a minimum of five (5) feet from any tent or membrane structure.
- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours; refueling shall be conducted only when not in use.
- Storage of additional fuel on site is not permitted.
- A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided.



ADDITIONAL APPROVAL REQUIRED

- Sale of Alcohol – requires permit from the State of Connecticut Liquor Control Commission as well as Fire Marshal approval
- Amusement Rides – contact the Office of the State Fire Marshal at (860) 713-5750
- Fireworks or Theatrical Pyrotechnic Displays – contact the Connecticut State Police / Fire and Explosion Investigation Unit at (860)706-5600
- Pursuant to the Connecticut State Fire Safety and Fire Prevention Codes and locally adopted Ordinances, the following requirements shall be adhered to for all special events within the City of Hartford.
- The Fire Marshal shall regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.
- Payment of twenty-five dollars (\$25.00) for a Special Events Permit Fee must be made directly to the Fire Marshal's Office (Public Safety Complex – 253 High Street) prior to approval.
- The Event Promoter is responsible for submitting detailed site drawings no later than thirty (30) days prior to the event. Plans shall include placement of all tents, fencing or other barriers, food vendors, cooking areas, generators, and any other fueled equipment. Unobstructed access paths for fire and emergency vehicles shall be maintained on roads or other paved surfaces to a clear width of twenty feet (20'), and vertical clearance not less than thirteen feet, six inches (13' 6").
- Where necessary for public safety, the Fire Marshal may order a life safety evaluation and/or standby fire personnel to be paid for by the Event Promoter.

TENTS

- Tents 10' x 10' and above require a permit – contact Licenses and Inspections at (860) 757-9200.
- All tents in excess of two hundred square feet (200 ft²) require permitting and inspection by the Fire Marshal's Office. A fee of twenty-five dollars (\$25.00) for the first tent and five dollars (\$5.00) for each additional tent applies. Payment shall be made directly to the Fire Marshal's Office prior to the event.
- Tents in excess of two hundred square feet (200 ft²) and any tent used for cooking shall be flame resistant, with an affixed label meeting NFPA 701 or CPAI 84.
- All tents shall be securely staked or weighted to the ground at all four corners.
- Combustible vegetation shall be removed within thirty (30) feet of any tent.
- Smoking is not permitted in any tent; "No Smoking" signs shall be posted in all tents erected for public occupancy.
- Cooking tents shall be separated from non-cooking tents by a minimum of twenty (20) feet.
- Heating and/or cooking equipment shall be listed and installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be separated by not less than ten (10) feet from exits or combustible materials.
- Fuel-burning equipment designed to be vented shall be vented to the outside air and equipped with spark arresters where required. Vents or flues shall be separated from the tent or any membrane structure by not less than twelve (12) inches.
- LP-gas containers (propane tanks) shall be separated from any tent by not less than ten (10) feet; safety release valves shall be pointed away from the tent.