



Town of Portland, Connecticut

33 East Main Street (P.O. Box 71), Portland CT 06480-0071

860-342-6700 | www.portlandct.org

APPLICATION FOR MASS EVENT – A Site Plan showing the layout of the event must be attached

Event/Function Name: _____

Location: _____

Town-owned Property Exchange Club Fairgrounds

Date(s): _____

Applicant Name: _____

Applicant Address: _____

Telephone Number: _____ Email: _____

Sponsor/Organization Name: _____

Sponsor/Organization Address: _____

Times of Events	From	To
Set Up and Prepare		
Actual Event		
Clean Up and Close		
Estimated Attendance Figures		
Participants		
Vehicles		
Volunteers		
Event Description:		

If the event is located on Town property, a letter of permission from the First Selectman and a Certificate of Insurance (\$1 million per incident) must be attached to application.

If the event is located on Private property, please complete the following information:

Property Owner(s) Name: _____

Property Owner(s) Address: _____

Property Owner(s) Telephone Number: _____

The Property Owner(s) original signature(s) must be provided below indicating permission to use premises:

SPECIAL FEATURES

Will the event include any of the following? If yes, the event feature may require an inspection and/or special permit from the Building, Fire, Police and/or Health Departments.

- Tents/Canopies Yes No
- Open Flame/Cooking Yes No
- Fireworks Yes No
- Temporary Fencing/Structures Yes No
- Port-o-lets/Waste Control Yes No
- Food/Beverage Service Yes No
- Electrical Services/Generators Yes No
- Carnival/Amusement Rides Yes No
- Inflatables Yes No
- Street Closure Yes No
- Sidewalk Closure Yes No
- Public Parking Lot Closure Yes No

ALCOHOL

Will there be alcohol at the event? Yes No

PLEASE NOTE THAT ALCOHOL IS PROHIBITED ON SOME TOWN OWNED PROPERTY

Type(s) of alcohol: _____

Will the alcohol be given away? Yes No

Will attendees be permitted to bring their own alcohol? Yes No

Has a liquor license been obtained? Yes No A copy of the license must be attached

INSURANCE REQUIREMENTS

A Certificate of Insurance naming the Town of Portland as an additional insured MUST BE ON FILE with the Director of Finance at least ten (10) days prior to the actual event. Insurance is to be in limits of not less than \$1 million combined single limit personal injury and property damage covering owned and non-owned auto liability, premises liability and comprehensive general including product liability where indicated. If liquor is served, an additional \$2 million liquor liability policy is required naming the Town as additional insured. A separate Certificate of Insurance for \$1 million is required from all carnival and amusement companies. Copies of all Certificates of Insurance required must be provided and must show the name of the event and dates of coverage prior to the issuance of the event permit. For more information on insurance requirements, please contact the Director of Finance at 860-342-6726. All companies must be licensed or authorized to conduct business in Connecticut.

CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Portland and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney’s fees and courts costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

Signature of Authorized Agent of Applicant: _____

Date: _____ Print Name: _____

TOWN STAFF REVIEW

The Applicant must contact the following Town Staff to process and execute the application.

OFFICIAL	COMMENTS	APPROVED/ DENIED	SIGNATURE
Building Official 860-342-6728		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Fire Chief / EM 860-342-6750		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Fire Marshal 860-262-7223		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
First Selectman 860-342-6715		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Health Official 860-365-0884		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Parks & Recreation Director 860-342-6757		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Police Official 860-342-6780		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Zoning Enforcement Official 860-342-6719		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

**TOWN OF PORTLAND
MASS EVENT APPLICATION**

A Mass Event Application shall be filed for (a) any event that is held on Town owned property; and/or (b) all special events as defined by Town Code of Ordinances [...] and Town of Portland Zoning Regulations 3.13 *Tag Sale and Special Events*.

The following shall serve as a guide in preparation of your application:

- If the event is to take place on Town of Portland property, permission must be granted from the First Selectman for each event (i.e., yearly or annual events). Requests should be submitted in writing a minimum of 60 days before the event.
- Signage: All signs and banners must be removed within 24 hours from the site and any posted areas following the event.

DEPARTMENT	CONSIDERATIONS
Building Official	<ul style="list-style-type: none"> • Ascertain what provisions of the Connecticut State Building Code must be complied with prior to the commencement of the event.
Fire Chief	<ul style="list-style-type: none"> • Determine what fire prevention and emergency medical readiness shall be required prior to the event.
Fire Marshal	<ul style="list-style-type: none"> • Determine if the proposed use will comply with the State Fire Safety Code. • Applicant must provide such plans, drawings, specifications and information that the Fire Marshal requests.
Health	<ul style="list-style-type: none"> • Number of portable toilets required. • Food preparation • Ensure food handling is in compliance with all state and location regulations. • §19-13-B81-B96 Connecticut Health Code specifically regulates “Mass Gatherings” which are defined as an assembly of 3,000 or more persons at a stated location for a period of eighteen or more consecutive hours.
Parks & Recreation	<ul style="list-style-type: none"> • Availability of facility/park. • Coordination of services. • Ascertain the need for additional refuse collection, use of utilities, and impact on public use of parks. • Determine if there is a need for a security deposit and all applicable fees and charges. • Confirms cancellation/postponement due to weather conditions.
Police Department	<ul style="list-style-type: none"> • Need for the police detail to conduct order, maintenance, security and traffic control. • Ascertain what crime prevention/security measures must be implemented prior to the event. • Investigate the legality of the event and the applicant’s fitness to be in control of the event. • Review of the traffic plan and impact to surrounding commercial and residential areas.
Zoning	<ul style="list-style-type: none"> • Ascertain what provision of the Zoning Regulations must be complied with prior to the commencement of the event.

Instructions for Obtaining Permits for Mass Event at Fairgrounds

- Police coverage** for crowd and traffic control (860-342-6780)
 - This is a paid service provided by Portland Police Department, call them to schedule
- For the protection of the public** (paid service for non-town events) contact Fire Chief to arrange coverage 30-days in advance of the event (860-342-6750):
 - Fire Protection
 - EMS coverage
 - Emergency lighting
 - Marine Unit
- Off-site parking:**
 - obtain written permission from property owner(s) and
 - secure necessary Certificate of Liability Insurance
- Shuttle service:**
 - Contract bus company for transportation to and from off-site parking to fairgrounds
- Temporary Food License:**
 - Contact the Chatham Health District at 860-365-0884 and visit their website <http://chathamhealth.org/> for forms
 - A temporary food permit application must be submitted 30 days prior to the event and the fee must be paid to Chatham Health District
 - The temporary food site will be inspected
- Various Town Services:**
 - Fire Marshal will inspect all cooking fuel containers to ensure compliance with CT Fire Safety & Prevention Codes, check suppression systems and fire extinguishers (860-262-7223)
 - Building Official will inspect electrical systems to ensure they are properly installed (860-342-6727)
- Vendor / Peddler License:**
 - A Vendor/Peddler's License Application must be completed and submitted to the First Selectman's Office 14 business days prior to the event (860-342-6715)
 - Fee must be paid at time of submission of application

The Town of Portland is an Equal Opportunity Provider and Employer