



CITY OF STAMFORD
OFFICE OF OPERATIONS
888 Washington Boulevard
Stamford, CT. 06901
(203)977-4692 * (203)977-4979

SPECIAL EVENT APPLICATION

Date of Application: _____ Date of Event: _____

Event Start Time: _____ Event End Time: _____

Number of Participants: Adults: _____ Children: _____

Applicant Name: _____
Individual, Firm or Organization

Address: _____

Contact Person: _____

Telephone (s): _____

Application for Use of: _____
Park area

Description of Event: _____

Services Required from the City ***: _____

(Electricity, Dumpsters, Police, etc.) ***All costs to be paid by Applicant .

SIGNATURE OF APPLICANT: _____

Must be signed by responsible officer of organization/company, if other than an individual applicant. Signature represents that the group will adhere to all Federal, State and Local Laws, Rules, and Policies, and that failure to comply will result in the revoking of this permit.

If the Special Event is to be held in a City Park, the approval of the PARKS & RECREATION COMMISSION is required before any additional steps are completed.

If food is going to be served and/or sold, a HEALTH DEPARTMENT signature is required.

If tents are necessary, approval from the PARKS & RECREATION COMMISSION and a BUILDING DEPARTMENT signature and permit are required.

If Special Event is at Cove Island Park and the Pavilion is required, a separate COVE PICNIC RESERVATION is essential. Additional fees must be paid.

Signatures required before permit is approved:

PARKS & RECREATION COMMISSION: _____ Date: _____

RECREATION SERVICES: _____ Date: _____

TRAFFIC ENGINEER: _____ Date: _____

POLICE DEPT. /AUXILIARY SVCS: _____ Date: _____

FIRE MARSHALL: _____ Date: _____

BUILDING DEPT.: _____ Date: _____

RISK MANAGER: _____ Date: _____

FACILITIES: _____ Date: _____

HEALTH DEPT.: _____ Date: _____

- Permit does NOT include guaranteed use of any ball fields in parks nor does it waive unauthorized vehicles from restricted areas.
- City Parking Permits (Beach stickers) are required from Memorial Day through Labor Day.
- Area MUST be left clean, and garbage disposed off by group using the facility.
- Services provided by the City MUST be paid for by the applicant to the individual Departments.
- Approved permit MUST be posted at event.
- Special Event application fee is \$25.00

APPROVED: _____ DATE: _____

Cashiering & Permitting Supervisor