



Torrington Parks and Recreation Department

Franklin Plaza - Applicant and Sponsoring Organization Information

Please complete all data as required.

Name of Organization/Business/Individual: _____

Contact Person: _____

Address: _____ City/Town: _____ State: _____ Zip Code: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____ Fax #: (____) _____

E-Mail: _____ Web Page: _____

Manager **ON-SITE** during the event: _____ Cell: (____) _____

Email: _____ Alt. Contact Name & Number: _____

Any change in the above information, please immediately notify the Parks and Recreation Department.

Special Event Information:

Type of Event: Event is open to the public. Event is private

Vending Products/Services Rally Charity Event Wedding Recreation Fair

Concert Picnic Cultural Other (specify): _____

Event Title: _____

Event Date(s): _____ Estimated Attendance: _____

Event Details (Describe physical boundaries, please include diagram on map provided): _____

Actual hours of event: _____ AM/PM - _____ AM/PM

Set-up times: _____ AM/PM - _____ AM/PM | Take -down times: _____ AM/PM - _____ AM/PM

Description of event set-up: _____

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

- If you plan to serve food and/or alcohol at your event, please see Page 3.
- If you plan to have tents, staging, fencing, bleachers, electrical needs, etc., please see Page 3.
- Please refer to page 3, to see if your event may require police coverage.
- If you plan to charge vendor fees, admission, and/or other fees at your event, please see Page 4.
- COVID-19 Health and Safety plans are required for all events and must be submitted to the City.
- **Please Note: Applicant will only be required to complete pages 1-2, unless prompted to fill out Pages 3-4 as noted above.**

Other Permits & Fees: Please note, all components of this event are subject to review and approval by the City of Torrington and the Parks and Recreation Department. This event may require additional review and/or approval and/or permits from other town departments and/or state agencies. The Parks and Recreation Departments approval does not constitute permission from all agencies. It is the responsibility of the applicant to secure all necessary permits from the City of Torrington and/or the State of Connecticut. In the event that Torrington Police Department personnel are assigned, the applicant understands they are responsible for these costs.

Insurance Requirements: The permittee shall furnish a certificate of insurance affording general liability coverage, with limits of not less than \$1,000,000 per occurrence, protecting from and against bodily injury and property damage, and affording coverage for premises and completed operations liability. The General Liability coverage shall include the City of Torrington, its directors, agents or employees as additional insured's and should include the additional insured endorsement with the documentation. The City of Torrington reserves the right to require increased Liability coverage limits depending on the size and scope of the facility use by the permittee and also reserves the right to waive the need for this insurance. The City of Torrington, in an effort to help individuals, groups, and organizations using City of Torrington owned parks and facilities to obtain liability insurance, has enrolled in the "TULIP" program. **To access the TULIP program, please refer to the City of Torrington – TULIP Guide.**

City Ordinance 75-3 C. Persons may offer, sell, possess, and/or consume alcoholic beverages at Franklin Plaza in accordance with the Connecticut Liquor Control Act, § 30-1 et seq. of the Connecticut General Statutes and by obtaining a permit issued in accordance with regulations established by the Park and Rec Commission and/or City Council. If an applicant is approved to offer alcoholic beverages at their event, in addition to obtaining the appropriate permit, they may also be required to provide the City with Liquor Liability Insurance.

Affidavit of Applicant: Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Parks and Recreation Department. By signing this agreement, you agree to comply with all CT DECD Sector Rules for return to play entitled "Sports, Sports Clubs & Complexes, Gyms, Fitness Centers, & Pools" (if applicable), CDC Guidelines, and all State of Connecticut Executive Orders issued in 2020 related to COVID-19, including but not limited to social gatherings, social distancing, sanitation, and facemask use.

Name of Applicant: _____ (print)

Signature: _____ Date: _____

Consult with the Torrington Area Health District

Yes/No

<input type="checkbox"/>	<input type="checkbox"/>	Will this event provide food concession and/or on-site food preparation?
<input type="checkbox"/>	<input type="checkbox"/>	Will the food that is being prepared, cooked, or served at the event area be available to the PUBLIC to consume?
<input type="checkbox"/>	<input type="checkbox"/>	Do you intend to cook food at the event?
Please specify heating source you will be using for food preparation. <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> CHARCOAL <input type="checkbox"/> OTHER: _____		
Please specify refrigerator source if applicable: _____		

Consult with the Torrington Police Department

Yes/No

<input type="checkbox"/>	<input type="checkbox"/>	*Will this event generate any pedestrian traffic?
<input type="checkbox"/>	<input type="checkbox"/>	*Will this event need on-site parking?
<input type="checkbox"/>	<input type="checkbox"/>	*Does this event require off-site parking?
<input type="checkbox"/>	<input type="checkbox"/>	*Will alcohol be served at this event?
<input type="checkbox"/>	<input type="checkbox"/>	*If alcohol is allowed, is the applicant providing or serving the alcohol for revenue?
If alcohol is provided/served, a permit is required through the State of Connecticut: https://portal.ct.gov/-/media/DCP/LIQUOR_CONTROL/New-Applications/Temporary-Liquor-Permits/New-Application---TEMPORARY.pdf?la=en City Ordinance 75-3 C. <i>Persons may offer, sell, possess, and/or consume alcoholic beverages at Franklin Plaza in accordance with the Connecticut Liquor Control Act, § 30-1 et seq. of the Connecticut General Statutes and by obtaining a permit issued in accordance with regulations established by the Park and Rec Commission and/or City Council.</i> <i>If an applicant is approved to offer alcoholic beverages at their event, in addition to obtaining the appropriate permit, they may also be required to provide the City with Liquor Liability Insurance.</i>		

<input type="checkbox"/>	<input type="checkbox"/>	Does this event require a first aid facility (ies) and/or ambulance (s)?
<input type="checkbox"/>	<input type="checkbox"/>	Will you set-up table (s) and/or chair (s)? How many of each?: _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you need to set-up fencing, barrier (s) and/or barricade (s)? Details: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be booth (s), exhibit (s), display (s), and/or enclosure (s)? Details (Quantity/Dimesnions/Type): _____ _____ _____

Consult with the Building Inspector & Fire Marshal. Additional permit(s) may be required.

Yes/No

<input type="checkbox"/>	<input type="checkbox"/>	Does this event require canopy (ies) and/or tent (s)? Please include dimensions: _____
<input type="checkbox"/>	<input type="checkbox"/>	Does this event require scaffolding, bleacher (s), platform (s), grandstand (s) or related structure (s)? Please describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	Does this event require stage(s)? Please include dimensions: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will this event be providing entertainment? Please describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will this event be advertised? If so, how? _____ <i>Please include any advertising material you will publish. Please note, this event may not be advertised prior to City of Torrington approval.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Is this event being sponsored by a third party? Will there be any vending or promotional activity going on during the event? Please describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	*Does this event require electricity? Electricity on site: _____? Additional electricity - What will the source be: _____
<input type="checkbox"/>	<input type="checkbox"/>	*Does this event require trash container (s) and/or dumpster (s)?
<input type="checkbox"/>	<input type="checkbox"/>	*Will this event require any vehicle (s) and/or trailer (s) to be stored on-site? Type and quantity: _____
<input type="checkbox"/>	<input type="checkbox"/>	*Does this event require a banner(s)?
<input type="checkbox"/>	<input type="checkbox"/>	*Does this event require portable toilets onsite (to be supplied by event sponsor)? If so, how many _____? Location to be determined by the City of Torrington. Contact – Suburban Sanitation for City of Torrington’s contracted rates.
<input type="checkbox"/>	<input type="checkbox"/>	*Will this event provide inflatable device(s) and/or amusement(s)? Please describe and include vendor(s) name(s) and source of inflation. _____
<input type="checkbox"/>	<input type="checkbox"/>	*Does this event require amplified sound? If yes, please indicate the following: Start Time, End Time, Source of Power, Vendor(s), etc. _____

Charging Fees at Proposed Event

Yes/No

<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to charge vendor fees at the proposed event? Please describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to charge admission at the proposed event? Please describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to charge any other fees at the proposed event? Please describe: _____

**Applicant shall review this section.
This section shall be completed by Staff Only.**

Approval Process				Torrington Parks and Recreation	
Yes	No	N/A	Need More Info		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Superintendent of Parks and Recreation</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event requires Attendants (s). Number to be assigned.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Police Department Representative</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event requires Police Officer(s). Number to be assigned		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Director of Public Works</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Director of Planning</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Torrington Area Health District</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event requires Health District inspection prior to the event.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Building Official</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event requires Building Department inspection prior to the event.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Fire Marshal</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event requires Fire Marshal's Office inspection prior to the event.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<i>Superintendent of Public Works</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event requires Public Works Employees(s). Number to be assigned.		

This is event has been			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<i>Torrington Parks and Recreation Commission Chairperson</i>	<i>Date</i>

Additional Information: