



CITY OF NEW LONDON  
CONNECTICUT

181 State St.  
New London, CT 06320  
Tel (860) 447-5200  
Fax (860) 447-7971

EVENT PERMIT APPLICATION - TEMPORARY USE OF CITY PROPERTY

(must be submitted 21 days prior to event)

Event Date(s) \_\_\_\_\_ Date of Application \_\_\_\_\_

Event Name \_\_\_\_\_

Event Type \_\_\_\_\_ Description \_\_\_\_\_

Host Organization \_\_\_\_\_

Or Applicant \_\_\_\_\_ 1<sup>st</sup> Contact Name \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Day \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_

Address Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Day \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Location - Parade Plaza

Waterfront  which piers? City Pier  Amistad Pier

(Fees are required for Waterfront and/or Pier use. Contact Barbara Neff, Dock Master at 860-443-3786 or [bjneff1369@Sbcglobal.net](mailto:bjneff1369@Sbcglobal.net))

Other site (where) \_\_\_\_\_

Will there be a tent?  Size \_\_\_\_\_ Who is setting it up? \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Set Up \_\_\_\_\_ Date of Break Down \_\_\_\_\_

Streets and/or Sidewalks (where) \_\_\_\_\_

(Include a "Site plan/route map")

Any application that includes street closures must be submitted **at least 90 days** before the event date.

Street closures may require a Police officer be hired for event at the organizers expense. (see attached)

If street(s) closure is desired, do you want cars removed? Yes  No

**STREET OR SIDEWALK USE - SITE PLAN/ROUTE MAP INSTRUCTIONS**

Applicant must provide a map that outlines the entire event venue including the names of all streets or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all street closures. If event includes use of piers by boaters, please submit a docking plan.

Special event permits are required for any use of a state highway, whether or not traffic is diverted along an alternate route. Please contact the DOT District 2 at 171 Salem Turnpike, Norwich, CT 06360 or call at 860-823-3211.

**Two weeks before the event**, Event Organizers must distribute notice to property owners/tenants located on the streets to be closed, either by hand delivery or direct mail. A copy of such notices must be submitted with application.

**EVENT SPECIFICS - HOURS OF USE**

**Day 1**

**Set-up Time**

From \_\_\_\_\_ AM/PM

To \_\_\_\_\_ AM/PM

**Actual Time of Event**

From \_\_\_\_\_ AM/PM

To \_\_\_\_\_ AM/PM

**Clean-up Time**

From \_\_\_\_\_ AM/PM

To \_\_\_\_\_ AM/PM

**Day 2** (if applicable)

**Set-up Time**

From \_\_\_\_\_ AM/PM

To \_\_\_\_\_ AM/PM

**Actual Time of Event**

From \_\_\_\_\_ AM/PM

To \_\_\_\_\_ AM/PM

**Clean-up Time**

From \_\_\_\_\_ AM/PM

To \_\_\_\_\_ AM/PM

**CITY SERVICES AND EQUIPMENT REQUESTS**

(See attached Electric Service Agreement)

**Day 1**

**Electric** Time On \_\_\_\_\_ Time Off \_\_\_\_\_  
**Location** City Pier  Amistad Pier   
Parade Plaza – Upper  Parade Plaza – Lower

**Water** Time On \_\_\_\_\_ Time Off \_\_\_\_\_  
**Location** City Pier  Amistad Pier   
Water NOT available on Parade Plaza

**Day 2** (if applicable)

**Electric** Time On \_\_\_\_\_ Time Off \_\_\_\_\_  
**Location** City Pier  Amistad Pier   
Parade Plaza – Upper  Parade Plaza – Lower

**Water** Time On \_\_\_\_\_ Time Off \_\_\_\_\_  
**Location** City Pier  Amistad Pier   
Water NOT available on Parade Plaza

**\*\*\*If additional days required, please add separate sheet for both hours of use and City service and equipment requests.**

**Trash Cans** Quantity \_\_\_\_\_ Desired Location \_\_\_\_\_

**Barricades** Quantity \_\_\_\_\_ Desired Location \_\_\_\_\_

**Bleachers** Quantity \_\_\_\_\_ Desired Location \_\_\_\_\_

**Other equipment or service requests** \_\_\_\_\_

If a banner is desired on the Eletonic Sign in front of Water Street Bridge, contact the City Administration, 860-447-5201 or [rmeneses@newlondonct.org](mailto:rmeneses@newlondonct.org) for price and space availability.

If banner is desired at entrance to Waterfront Park, contact Barbara Neff, Dock Master, (860) 860-443-3786 or [bjneff1369@sbcglobal.net](mailto:bjneff1369@sbcglobal.net) for price and availability.

**Notification will follow regarding fees for Police, Fire, and/or Public Works services.**

## ADDITIONAL EVENT DETAILS

Anticipated Attendance – Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

Will there be music? Yes  No

Will the music be amplified, i.e. sound system, microphone, bullhorn or DJ? Yes  No

**If yes:** Amplified sound requires a Noise Permit (attached)

Will you be having oversized tents at the event? Yes  No

**If yes:** A building inspection will be required for tents over the size of

Is the Host Organization a commercial entity? Yes  No

Is the Host Organization a bona fide tax exempt, nonprofit group? Yes  No

If yes, attach documentation confirming status.

Is the event open to the public? Yes  No

Will there be porta potties Yes  No  If so, Where \_\_\_\_\_

Will an admission fee be charged? Yes  No

Is this a fundraiser? Yes  No

Will vendors be selling food? Yes  No

Will vendors be selling goods? Yes  No

Does the event include fireworks? Yes  No

Will refreshments be served? Yes  No

Will event be catered? Yes  No

If yes: Name of Caterer \_\_\_\_\_ Caterers' Phone \_\_\_\_\_

Caterers' Ledge Light Health District certificate must be attached.

Will service of beer, wine and/or alcohol for consumption on site be available? Yes  No

If YES, From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

### A SIGNED TEMPORARY LIQUOR PERMIT IS REQUIRED (if alcohol will be on site)

All events involving alcohol require a Temporary Liquor Permit which is issued by the State of CT. A copy of the alcohol purveyor's license is **NOT** sufficient. The application can be found on the State of CT web-site [http://www.ct.gov/dcp/lib/dcp/New\\_Application\\_-\\_TEMPORARY\\_PERMITS.pdf](http://www.ct.gov/dcp/lib/dcp/New_Application_-_TEMPORARY_PERMITS.pdf).

**Required Liquor Liability insurance** - a minimum limit of \$1,000,000 per occurrence and \$3,000,000 aggregate required.

## EVENT CERTIFICATE OF INSURANCE

**ALL applications require a Certificate of Insurance (COI)**

General Liability insurance with a minimum limit of \$1,000,000 per occurrence and a \$3,000,000 aggregate listing the City of New London, 181 State Street, New London, CT 06320 as certificate holder is required.

**Proof of coverage MUST BE submitted BEFORE application will be approved.**

For more information on the Certificate of Insurance requirement please call Richelle Meneses at 860-447-5200.

**APPLICATION AGREEMENT**

I, the undersigned, as applicant or on behalf of applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for deportment and conduct of those attending the function for which the facility is requested. I agree to indemnify and hold harmless the City and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission or myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where cause by the active negligence, sole negligence or willful misconduct of the city. I also agree to provide the city with a certificate of insurance listing the City as the names insured. If permission is granted, my representative or I agree to be present during the entire use of the facility. My signature below signifies that I agree to abide by all of the conditions of this application, the Facility Use Policy and of any permit issued based on this application.

I also agree to pay for the City of New London all costs the city may incur as a result of any failure to comply withal these conditions including damages due to the failure to leave the premises in a rentable condition.

I understand that I or my designee are responsible for obtaining any and all permits or licenses that may be required by law, rule or regulation for the above listed event.

I understand that City invoices related to this event may be required to be paid in full prior to obtaining an authorized permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

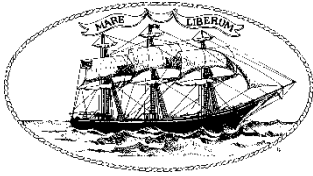
**Return signed application to: Richelle Meneses at [rmeneses@newlondonct.org](mailto:rmeneses@newlondonct.org)  
or mail to The City of New London/Mayors' Office, 181 State Street, New London, CT  
06320**

**CITY APPROVAL**

\_\_\_\_\_  
Michael E. Passero, Mayor, City of New London

\_\_\_\_\_  
Date

Conditions of approval are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of New London

Office of Development & Planning

Community Development Division

181 State Street New London, CT 06320 • Phone (860)447-5243 • Fax (860)447-7971

## New London Parade Plaza Event Electric Service Agreement

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Organizer: \_\_\_\_\_

Every approved permit for any event held on New London’s Parade Plaza is required to use **ONLY** Heavy Duty Outdoor Electric Cord (15A/125V/1875W) and Surge Protector such provided by signature below. Additional electric services needed for the event may require the use of a generator provided by the organizer.

Any improper use of the plaza’s electricity that causes damage to the electrical system and/or the Parade Plaza shall be the responsibility of the organizer. If unapproved/improper cords and/or surge protectors are utilized it may cause any electrical outage. If an outage occurs, there will be a delay to the electricity for at least 1.5 hours for an emergency electrician to respond at the expense of the organizer.

If the City of New London is required to take legal action to enforce this Agreement, the Organizer agrees that it shall be responsible to reimburse the City its cost of litigation, including reasonable attorney’s fee.

### Acknowledgement,

I accept responsibility for the electrical service provided to the Parade Plaza on the day of our event and agree to indemnify and hold harmless the City of New London and any and all employees, agents or representatives of same, from damages to property or injuries to myself, and/or any other person, and any other losses, damages, expenses, claims, demands, suits and actions by any part against the City of New London and any and all employees, agent or representatives of same, in connection with the use of electrical service and the equipment on loan from the City of New London.

\_\_\_\_\_  
Organizer signature  
Print name: \_\_\_\_\_

\_\_\_\_\_  
Date

One (1) electrical cord and one (1) surge protector have been given to: \_\_\_\_\_  
Print name

Both items must be returned to the office of Community Development by: \_\_\_\_\_  
Date (4 days after event)

\_\_\_\_\_  
Signature of organizations representative

\_\_\_\_\_  
Date

### Returned

One (1) electrical cord and one (1) surge protector have been returned to the Community Development Office.

\_\_\_\_\_  
Signature of organizations representative  
Print name: \_\_\_\_\_

\_\_\_\_\_  
Signature of City of New London representative  
Print name: \_\_\_\_\_

