

# TOWN OF SOUTHBURY

501 Main Street South  
Southbury, Connecticut 06488

## Outdoor Assembly Events

This form applies to all outdoor events within the entire Town of Southbury whether open to the public or a private event, such as, but not limited to weddings, private parties, carnivals, fairs, auctions, open-air markets, musical presentations, trade shows, exhibitions, expositions, vehicular performances (not static displays) and similar events when such public assembly exceeds, or can be reasonably expected to exceed 250 persons (including employees, volunteers, vendors, visitors, patrons, sponsors, exhibitors, etc.).

### **Town of Southbury Property Events:**

If you wish to host an event or function on any property owned by the Town of Southbury (regardless of event size), you are required to fill out this form *in its entirety* and submit at least 6 weeks prior to event date.

Use of most of Town-owned properties is free of charge, however, the hiring of Public Safety Personnel may be required of the applicant based upon the details and or duration of the event.

Additional permits may be required if the event plans to use certain equipment, signage or activities.

No alcohol may be sold on the premises.

A certificate of Insurance-Bodily Injury/Property Damage with the following statement: "Town of Southbury is additionally insured". Minimum \$1,000,000 coverage.

Applicants must be 21 years of age or older.

Approval for events on Town of Southbury property will be granted after a thorough review of Town agencies. Application review will begin once all required documents are submitted.

### **Private/Commercial Property Events:**

If you wish to host an event or function with an expected attendance of 250 people or more, you are requested to fill out this form *in its entirety* and submit at least 6 weeks prior to event date.

The hiring of Public Safety Personnel may be required of the applicant based upon the details and/or duration of the event.

Additional permits may be required if the event plans to use certain equipment, signage or activities.

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

Applicant: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person on day of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Group / Business: \_\_\_\_\_

Address of Group / Business: \_\_\_\_\_

Phone # of Group / Business: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Enter Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_ **Public Safety Personnel may be required - [www.southbury-ct.org/privateduty](http://www.southbury-ct.org/privateduty)**

Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_ **Please note: Sale of alcohol on Town properties is prohibited.**

Will a raffle/charitable game be held? Yes \_\_\_\_\_ No \_\_\_\_\_ **Additional permit may be required**

Will Food be served: Yes \_\_\_\_\_ No \_\_\_\_\_ Will Food be sold: Yes \_\_\_\_\_ No \_\_\_\_\_

Will Food Trucks be at the Event: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, quantity: \_\_\_\_\_

Name of Food Vendors / Trucks: \_\_\_\_\_

**If food will be served and or sold, Housatonic Valley Health District must be contacted and copies of the Temporary Food Service License Application and/or Event Organizer Form, must be submitted with this application. <https://lvhdct.gov>**

What equipment, props, decorations, etc..., if any, will you bring to the site:

\_\_\_\_\_

Will a Generator(s) be utilized: Yes \_\_\_\_\_ No \_\_\_\_\_ Quantity: \_\_\_\_\_ Size: \_\_\_\_\_ Fuel: \_\_\_\_\_

Will tents or temporary structures be used: Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, specify size and quantity:

\_\_\_\_\_

**Individual Tents 200 sq. ft. and larger or multiple tents covering 700+ sq. ft. may require additional permits**

Is off site advertising planned: Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, describe:

\_\_\_\_\_

**Additional permit may be required by The Town of Southbury Zoning Department**

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Event site map **MUST** be attached to this application.

**Locations of tents, booths, first aid, restrooms, parking, etc.... should be identified on map.**

**Initials:** \_\_\_\_\_

Event Safety & Emergency plan **MUST** be attached to this application.

**The emergency plan, at a minimum, include personnel, staging locations and procedures. See pg. 4.**

**Initials:** \_\_\_\_\_

A certificate of Insurance-Bodily Injury/Property Damage with the following statement: "Town of Southbury is additionally insured". Minimum \$1,000,000 coverage is required for day of event.

**(Only needed if utilizing Town of Southbury property)**

**Initials:** \_\_\_\_\_

**Completed applications can be submitted to the Emergency Management Office located at Southbury Town Hall 3<sup>rd</sup> Floor.**

**Email: [emd@southbury-ct.gov](mailto:emd@southbury-ct.gov) Office: 203-262-0629**

**Town Owned Property:** I understand that I will be held responsible for any damage to the facility and that I must leave the facility clean and orderly. I hold harmless the Town of Southbury, its officers, agents, employees from any claim or liability that may arise from my use of the property.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Private/Commercial Property:** I understand that the information provided will be shared with public safety agencies. I hold harmless the Town of Southbury, its officers, agents, employees from any claim or liability that may arise from this event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\* For Office Use Only \*\*\*\*\*

Emergency Management _____	Building Dept. _____	Fire Marshal _____	Land Use _____
Park & Recreation _____	Police Dept. _____	Fire Dept. _____	Public Health _____
HVHD _____	First Selectmen _____	Hold Harmless and Indemnification Clause: _____	

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**Event Safety & Emergency Plan should contain but not limited to the following information.**

## **Access, Egress & Parking**

- 1- Entry / Exit areas are clear and accessible for staff and expected attendees
- 2- Entry / Exit areas are adequate for emergency exit and emergency services
- 3- Event Setup
  - a. Staff, vendors or volunteers vehicles / parking
  - b. Refuse disposal
  - c. Tents / temporary structures (how are they secured)
- 4- Event Take down
  - a. Refuse Disposal
  - b. Vehicles
  - c. Equipment
- 5- Provision for safe passage of emergency / other vehicles through pedestrian traffic
- 6- Controlled traffic flow and adequate signage for event traffic
  - a. Traffic management staff wear appropriate high-visibility protection and carry communication devices
- 7- Adequate parking supervision
- 8- Handicapped Parking available

## **Amenities**

- 1- Availability of drinking water
- 2- Adequate refuge from the elements if any
- 3- Restrooms for staff & attendees

## **Event Emergency Procedures**

- 1- Emergency Response Plan created and disseminated to appropriate personnel.
- 2- First Aid Stations suitably located, clearly signed, accessible and suitable for type of event
- 3- Dedicated personnel for emergencies
- 4- Effective means of communication provided between event personnel and First Aid facilities or personnel.

## **Power**

- 1- Generators (adequate space and refueling procedures)
- 2- Food trucks (adequate space between and around)
- 3- Extension cords (length, in good working order, trip hazards)

## **Event Personnel**

- 1- Crowd Control measures
  - a. Cones / barricades
  - b. Applicant is responsible for acquiring necessary traffic resources.
  - c. If the event involves a Town roadway, cones/barricades can only be deployed with approval of Public Safety personnel.
- 2- Crowd Control Manager (if required)
- 3- Public Safety personnel (if required)
- 4- Weather monitor