



Joseph P. Ganim  
Mayor

City of Bridgeport  
**DEPARTMENT OF PUBLIC FACILITIES**

**Department of Parks & Recreation**

Board of Park Commissioners  
7 Quarry Rd, Trumbull, CT 06611  
203-576-7233 (Phone)  
203-576-7235 (Fax)  
[sportspermits@bridgeportct.gov](mailto:sportspermits@bridgeportct.gov)

**Luis Burgos**  
Director of Public Facilities  
**Aaron Curry**  
Deputy Director of Public Facilities  
**Jose C. Tiago**  
Deputy Director of Public Facilities  
**Bret Caulfield**  
Parks Superintendent and Tree Warden  
**Luann Conine**  
Recreation Superintendent

**SPORTS PERMIT APPLICATION  
2024 SPORTS SEASON**

- Each sports league/team must submit a request for fields, dates, and times needed for games. The request will be reviewed by the Parks Department. The Parks and Recreation Department will make every attempt to accommodate and find a suitable location for your request.
- Adult Sports League / Team(s) with participants ages 18 and over: \$100 fee per team is required. Cash, Check payable to "City of Bridgeport" or Credit Cards (VISA/MASTERCARD) are accepted. Payment details will be discussed with the Parks and Recreation Department before the permit is granted to the league / team(s).
- Lights Fees: For Athletic Fields with the usage of Lights, the Rental Fee for (1) Game with Lights turned on is \$125.00. The Fee must be paid to the Parks and Recreation Department prior to the scheduled game and details and instructions will be given to the League / Team. Cash, Check payable to "City of Bridgeport" or Credit Card (VISA/MASTERCARD) are accepted.
- "The applicant hereby as a condition of the receipt of being granted a permit agrees to immediately prior to each game and/or practice thoroughly inspect and police the field for objects, defects or conditions which could affect play or in any way be dangerous, hazardous or injurious to any participants and/or spectators. This would include but not be limited to debris, rocks, garbage, holes and soil or surface conditions of any kind. The applicant further agrees that the applicant has temporary care, custody and control of the field during its use and is therefore in the best position to remedy any of the aforesaid objects, defects and/or conditions to protect participants. The applicant agrees that use and play on the field will not be permitted on any occasion until after any and all objects, defects or conditions as aforesaid are fully remedied and made safe."
- **5.48.150 - Vending in public parks prohibited without consent of board of park commissioners.** This includes the selling of any food, alcohol, goods and merchandise without the proper permits.
- A \$2 million dollar general liability insurance policy (minimum) with the City of Bridgeport listed as an additional insured is required before a permit is granted.

*Please list:*

**City of Bridgeport – Parks and Recreation Department  
Margaret E. Morton Government Center  
999 Broad Street  
Bridgeport, CT 06604**

**Indemnification and Insurance.** A. **Indemnification.** The Licensee agrees to defend, indemnify and hold harmless the Licensor, its elected officials, officers, department heads, employees and agents from and against any and all claims, liabilities, obligations, causes of action of whatsoever kind and nature for damages, including but not limited to damage to the Premises or other property, and costs of every kind and description arising from the Licensee's entry upon, occupancy and use of the Premises, or occupancy or holding over after the Licensee no longer has a right to have access to the Premises, or arising from work or other activities conducted thereon, alleging but not limited to bodily injury, personal injury, property damage regardless of cause, except that the Licensee shall not be responsible or obligated for claims arising out of the sole proximate cause of the Licensor, its elected officials, officers, department heads, employees or agents. This indemnification shall survive the expiration or earlier termination of this agreement.

B. **Insurance requirements:** The Licensee is required to provide evidence of insurance coverage enumerated below and such coverage shall be maintained by the Licensee at its own expense. The Licensee shall require similar coverage, as appropriate, from every contractor and subcontractor in any tier, as the case may be, or any other person by reason of the license conferred by this agreement that may enter onto the Premises on behalf of the Licensee. The insurance coverages must:

- Disclose all non-standard endorsements and provisions in advance
- Procure at a minimum and maintain in effect for the duration of this agreement without interruption and for one year after the Licensee's last activity at the Premises, the insurance coverages identified below, with deductibles approved by Licensor in advance
- Use only insurance companies licensed to conduct business in the State of Connecticut that have a Moody's or Best's financial rating of A + 15, or rating otherwise acceptable to the Licensor
- **With respect to Comprehensive General Liability coverage and Automobile Liability coverage, provide a policy endorsement from the insurer or other written evidence acceptable to the Licensor that (i) each insurer has named the Licensor as an additional insured party under each such policy of insurance and has recognized this agreement as an "insured agreement" under such insurance coverages and (ii) each insurer will provide 30 days' prior written notice of cancellation or non-renewal.**

**Comprehensive General Liability** (occurrence form) naming the Licensor as an **additional insured party** and insuring against claims or suits brought by members of the public alleging bodily injury or personal injury or property damage and claimed to have arisen out of operations and activities conducted by the Licensee under this agreement. Coverage shall be broad enough to include blanket contractual liability, premises and operations, contingent liability, contractual liability, broad form property damage and personal injury, political risk, care, custody and control, with limitations of \$1,000,000 for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage. Exclusions for independent contractors, employees, and care, custody and control shall be removed. The Licensee or its agent shall inform the Licensor in advance of all non-standard endorsements or policy provisions that may be part of the insurance contract(s).

**Comprehensive Automobile Liability** insuring against claims or suits brought by members of the public alleging bodily injury, personal injury or property damage, and uninsured motorist and claimed to have arisen out of the use of owned, hired or non-owned vehicles in connection with business naming the Licensor as an **additional insured party**. This policy will include endorsements providing coverage for mobile equipment and employer equipment not owned and hired. Coverage will be broad enough to include contractual liability, with limitations of \$1,000,000 for each occurrence/aggregate with a combined single limit for bodily injury, personal injury and property damage.

**Workers' Compensation** insuring in accordance with statutory requirements including voluntary compensation, broad form all states endorsement, U.S. Longshoremen's and Harbor Workers' Coverage, maritime coverage, employer's liability insurance and occupational disease insurance in order to meet obligations towards employees in the event of injury or death sustained directly or indirectly in the course of employment. Liability for employee suits shall not be less than \$500,000 per claim.

**Property Damage** insuring against direct damage or loss to buildings, structures or improvements covering the interests of the Licensor, the interests of the Licensee, its contractors and subcontractors and parties having an interest therein. The Licensor shall be named as loss payee as its interests may appear.

**General requirements.** All policies shall include the following provisions:

Cancellation notice—The Licensor shall be entitled **by policy endorsement** to receive from the Comprehensive General Liability and Comprehensive Automobile Liability insurance carriers not less than 30 days' prior written notice of cancellation or non-renewal to be given to the Licensor at: Attention: Department of Parks and Recreation, City of Bridgeport, Margaret E. Morton Government Center, 999 Broad Street, Bridgeport, Connecticut 06604.

Certificates of Insurance—All policies will be evidenced by an original certificate of insurance on an ACORD-25S form authorized by and executed with the original signature or original stamp of the insurer or a properly-authorized agent or representative reflecting all coverage required and delivered to the Licensor prior to any work or other activity commencing under this agreement.

The Licensor shall be designated in the following form and manner on all policies of insurance:

The City of Bridgeport, its elected officials, officers, department heads, employees, agents, servants, successors and assigns ATIMA  
Attention: Director of Parks and Recreation  
Margaret E. Morton Government Center  
999 Broad Street  
Bridgeport, Connecticut 06604

The coverage afforded to the Licensor shall be primary insurance. If the Licensor has other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the Licensee's liability under any insurance shall not be reduced by the existence of such other insurance. The coverage afforded to the Licensor as additional insured shall not apply to the Licensor's sole negligence.

The Licensee is responsible for the payment of all deductibles on any policy of insurance provided under this agreement.

All declaration pages, forms of policy, policy endorsements, certificates and other evidence of insurance shall be subject to the Licensor's prior review and satisfaction.

**Section I**  
**Applicant**

Sport: \_\_\_\_\_

1. Name of League: \_\_\_\_\_

Or

Name of Team: \_\_\_\_\_

2. League Hotline Phone # (if available): \_\_\_\_\_

3. Name of Applicant: \_\_\_\_\_

(Person authorized to make changes to schedule and discuss field matters)

4. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Home \_\_\_ Work \_\_\_ Cell \_\_\_

Home \_\_\_ Work \_\_\_ Cell \_\_\_

6. E-mail Address: \_\_\_\_\_

7. Alternate Contact Name: \_\_\_\_\_

(Additional person authorized to make changes to schedule and discuss field matters)

8. Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Home \_\_\_ Work \_\_\_ Cell \_\_\_

Home \_\_\_ Work \_\_\_ Cell \_\_\_

9. E-mail Address: \_\_\_\_\_

**Total Number of Players Participating in Sports Activity:** \_\_\_\_\_

**Estimated the Number of attendees per game:** \_\_\_\_\_

**Section II**  
**Permit Information**

1. Have you previously applied for sports permits with the City of Bridgeport: Yes \_\_\_ No \_\_\_

2. Number of teams applying for sports permit: \_\_\_\_\_

List of team names

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |

3. Gender of players (check one): Male \_\_\_ Female \_\_\_ Co-ed \_\_\_

4. Age Group Range: Age \_\_\_\_\_ to Age \_\_\_\_\_

5. Field(s) Requesting (FOR GAMES ONLY):

**On a separate sheet -- submit a request for games. A copy of an official league/team schedule can be submitted as well. Please list game dates and times needed as well as field preference listed below. This request is for GAMES ONLY. Please do not include any practices with this request.**

**First Choice**

Park Name: \_\_\_\_\_

Diamond / Field #(s): \_\_\_\_\_

**Second Choice**

Park Name: \_\_\_\_\_

Diamond / Field #(s): \_\_\_\_\_

**Third Choice**

Park Name: \_\_\_\_\_

Diamond / Field #(s): \_\_\_\_\_

As an applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application form, and the Rules and Regulations of the City of Bridgeport, Parks and Recreation Department. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by the Parks Department.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

.....  
**For Office Use Only**

Number of teams: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Form of Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_

If paying by check, check number \_\_\_\_\_ Receipt # \_\_\_\_\_

Is this a returning team / league from 2023 ? Yes \_\_\_\_\_ No \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT #: \_\_\_\_\_ PERMIT EMAILED/ISSUED DATE: \_\_\_\_\_

## EVENT CONCESSION AND FOOD SERVING

The City of Bridgeport Health Department requires that all temporary events and temporary vendors be licensed prior to operation.

### Concessions and Food Serving

**Checklist:**

Serving, seating protocols and any concessions/restaurant seating in compliant and consistent with

Encourage contact-less payment.

Utensils should be rolled or packaged.

To ensure safety, the event organizer must contact the Health Department if food is being prepared, sold, or distributed. Someone will be available Monday through Friday from 9am to 4pm except holidays.

**Phone:** 203-576-7474, **Fax:** 203-576-7793

**Email:** [jennifer.jimenez@bridgeportct.gov](mailto:jennifer.jimenez@bridgeportct.gov) or [john.piazza@bridgeportct.gov](mailto:john.piazza@bridgeportct.gov)

[Temporary Events Procedure. pdf \(bridgeportct.gov\)](#)