



Joseph P. Ganim
Mayor

City of Bridgeport

DEPARTMENT OF PUBLIC FACILITIES

Department of Parks & Recreation

7 Quarry Rd, Trumbull, CT 06611
203-576-7233 (Phone)
203-576-7235 (Fax)
bridgeportct.gov/parksandrec

Permit Application

(NOT FOR ATHLETIC FIELD USE)

Craig A Nadrizny
Director of Public Facilities

Jose C. Tiago
Deputy Director of Public Facilities

Bret Caulfield
Parks Superintendent and Tree Warden

Luann Conine
Recreation Superintendent

Please read the following and complete the application:

- All permit requests must be submitted 30 days prior to date of event.
- This application form is not a permit. The request will be reviewed by the Parks Department.
- The Parks Department will make every attempt to accommodate your request.
- Please provide ALL the information for your event. Incomplete applications will not be processed.
- Events with more than 50 people, will require Board of Park Commissioners approval.
- Due to COVID-19 Inflatable Devices are NOT allowed at this time.
- The City does NOT provide Porta-Johns.
- **Event Planning Form must be completed prior to any permit being issued.**
- Completed applications MUST be submitted by email to: parkevents@bridgeportct.gov

Today's Date: _____

Organization (if applicable): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____ Fax: _____

Email: _____

Name of Park: _____ Specific Location: _____

Estimated People in Attendance: 0 – 50 51 & over (Please indicate estimate # _____)

Type of Event/Activity Planned: ***Will require a Police Detail. See Page 2.**

BBQ Community Outreach Concert Fair/Market

Parade Rally Run/Walk Wedding Ceremony/Photos

Other (specify): _____

Date(s) of Event: _____ Start Time(s): _____ End Time(s): _____

Day(s) of the Week: _____

Time for Event Setup: _____ Time for Event Clean up: _____

Person On-site Day of Event: _____ Cell: _____

Provide valid Email Address: _____

ADDITIONAL PARK EVENT PERMIT INFORMATION

Small Park Event permits do not guarantee a designated area of a park. Please be advised that Bridgeport parks are open to the public on a first-come and first serve basis, and visitors are encouraged to arrive to set up their area early and be courteous.

Larger Events are subject to approval by the Board of Park Commissioners during a scheduled meeting to be held on the 2nd Tuesday of every month. If required, you shall be notified by parkevents@bridgeportct.gov that your event will be placed on the agenda for review, date, time and Parks Board meeting location.

In the event the Board of Park Commissioners and/or the Department of Public Facilities, Parks and Recreation permits the sale or use of alcoholic beverages, the permittee shall take appropriate measures to obtain any other required permits that may be necessary and shall ensure that the dispensing of such beverages is adequately supervised in accordance with all applicable State law. The permittee accepts full responsibility for the dispensing of any permitted alcoholic beverages.

All fees are due and payable 2 weeks prior to the event.

Payment will be made by Credit Card or via Certified Check or Money Order made payable to the CITY OF BRIDGEPORT.

Additional fees may apply pending approval once submitted and reviewed by the City of Bridgeport, Parks and Recreation Dept. and/or the Board of Park Commissioners depending on your event.

*** For event with more than 50 attendees will need a Police detail. Call the Police Outside OT Office 203-576-7715.**

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 Name Signature Date

Standard Event Checklist

Please indicate whether the following items pertain to your event. If none applies, please check 'No'.

YES NO

Food Served. Source: Food Truck(s) or Caterer(s)/Vendor(s)Name:
Number of Food Truck:

\$75 Each food truck for Profit Events. \$25 Each food truck non-profit; due at time of processing permit to City of Bridgeport Parks Dept.

If yes, please contact Health Department 203-576-7474 (City of Bridgeport Public Health License is required)

YES NO

Are you having Vendor/Sponsor Booth(s), Exhibit Display(s), Table(s)? Specific numbers that apply:

YES NO • Please attach list of Vendors/Sponsors and contact information to this Application. Application is incomplete without the list of Vendors/Sponsors attached.

Are you using Canopy(ies), Tent(s) and/or Enclosures? If yes, dimensions:

Do you need Trash Receptacles? Specific number of:

Entertainment, please describe: PROVIDE DETAILS BELOW

YES NO

Are there any tickets, admission or other charges? Amount:

Will this event be advertised if approved? * Park Events cannot be advertised until all applicable approvals are processed and the final event permit is issued.

- Please attached statement describing all advertising / promotions for this event, include a copy of the promotional material to this application form.

YES NO

Electricity: **If available, please be advised there are additional costs.**

- Please indicate Electricity Start Time: End Time:

YES NO If Yes, how much electricity will be needed for this event:

Amplified Sound/DJ? If Yes, please indicate Start Time: End Time:

Please be advised Amplified Sound/DJs are not allowed in any Bridgeport Park without the review & approval of the Board of Park Commissioners.

The City of Bridgeport requests that there be no amplified sound on park property before 11:00 AM except for purposes of sound checking. Any Special Requests: Provide details below.

EVENT PLANNING FORM

All organizations are required to complete the following event management template to assist their efforts to plan a safe event. This document must be kept and available for inspection by the local health officer or their designee.

Event Details:

- Event Type:**
- Static: events where the attendees primarily enter, watch event and depart.
 - Interactive: events where attendees create a walking flow and interact with each other.
 - Participant: events where attendees primarily participate in an activity or production.
 - Community: events with many activities, many groups and likely a random walking traffic pattern flow.

Organizer, Staff, Volunteers, Players, Performers, Attendees, Etc.

Checklist:

Face coverings are welcome.

Recommend implementing a Cleaning schedule.

Recommend Comply with all distancing, hygiene, restroom and food guidelines.

Recommend maintain a log of all attendees.

Sports activities shall adhere to all health guidelines

Recommend hand sanitizers at entry/exit and common areas.

Payment Options: *Encourage contactless payment; disinfect between transactions and please describe your plan for payment. (Recommended)*

Hygiene & Sanitization: *Dedicated staff for sanitizing high-touch areas, please describe your plan to provide hygiene and regular sanitization throughout the event. (Recommended)*

Tracking Attendance: *Must have the ability to track attendance, please describe your plan to track attendance to support contact tracing. (Recommended)*

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 distributed or consumed is planned. Someone will be available Monday through Friday from 9am to 4pm except holidays. Call 203 576-7680, Fax 203 576-7793
email jennifer.jimenez@bridgeportct.gov or john.piazza@bridgeportct.gov

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

Signature: *Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.*

Printed Name

Title

Signature

Date