



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)**

**Aaron Curry**  
Deputy Director of Public Facilities  
**Jose C. Tiago**  
Deputy Director of Public Facilities  
**Luis Burgos**  
Manager of Parks/Roadway Division  
**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.
- The City does NOT provide Porta-Johns.
- Completed applications MUST be submitted by email to: [parkevents@bridgeportct.gov](mailto: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: \_\_\_\_\_

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**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](mailto: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.

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## 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 \(bridgeportct.gov\)](#)