



# TOWN OF CANTON

FOUR MARKET STREET  
 P.O. BOX 168  
 COLLINSVILLE, CONNECTICUT 06022-0168

## APPLICATION TO RESERVE/ USE TOWN FACILITY OR PROPERTY

**A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED.**

Function Name: \_\_\_\_\_

Location : \_\_\_\_\_

Date(s) : \_\_\_\_\_

The following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ email address: \_\_\_\_\_

Sponsor/ Organization Name: \_\_\_\_\_

Sponsor/ Organization Address: \_\_\_\_\_  
 \_\_\_\_\_

### Times of Events

	From	To
Set Up and Prepare		
Actual Event		
Clean Up and Close		

### Estimated Attendance Figures

Participants	
Vehicles	
Volunteers	

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

Is the event located on or does it utilize property owned by the Town of Canton? \_\_\_\_\_  
 If yes, both a letter of permission from the Chief Administrative Officer and a Certificate of Insurance for \$1 million per incident must be attached.

Is the event located on or does it utilize private property? \_\_\_\_\_ If yes, the following information must be completed.

Property Owner(s) Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number \_\_\_\_\_

The property owner(s) original signature(s) must be provided below indicating permission to use premises.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Features**

Will the event include any of the following?  Yes  No If yes, the event features may require an inspection and/or special permit from the Building, Fire and/ or Health Departments.

SPECIAL FEATURE	YES	NO
Tents/ Canopies		
Open Flame/ Cooking		
Fireworks		
Temporary Fencing/ Structures		
Portable Restrooms/ Waste Control		
Food/ Beverage Service		
Electrical Services/ Generators		
Carnival/ Amusement Rides		
Inflatables		
Street Closure		
Sidewalk Closure		
Public Parking Lot Closure		

**ALCOHOL**

Will there be alcohol at the event?  Yes  No **PLEASE NOTE THAT ALCOHOL IS PROHIBITED ON SOME TOWN OWNED PROPERTY.**

Type(s) of alcohol \_\_\_\_\_

Will the alcohol be given away?  Yes  No

Will attendees be permitted to bring their own alcohol?  Yes  No

Has a liquor license been obtained?  Yes  No A copy of the license must be attached.

**INSURANCE REQUIREMENTS**

A Certificate of Insurance naming the Town of Canton as an additional insured MUST BE ON FILE with the Administrative Services Coordinator at least ten (10) days prior to the actual event. Insurance is to be in limits of not less than \$1 million combined single limit personal injury and property damage covering owned and non-owned auto liability, premise liability and comprehensive general including product liability where indicated. If liquor is served, an additional \$2 million liquor liability policy is required naming the Town as additional insured. A separate Certificate of Insurance for \$1 million is required from all carnival and amusement companies. Copies of all Certificates of Insurance required must be provided and must show the name of the event and dates of the coverage prior to the issuance of the event permit. For more information on insurance requirements, please contact the Town's Administrative Services Coordinator at (860) 693-7839. All companies must be licensed or authorized to conduct business in Connecticut.

**CERTIFICATION**

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Canton and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

\_\_\_\_\_  
Signature of Authorized Agent of Applicant

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

Date \_\_\_\_\_

**TOWN STAFF REVIEW**

The Applicant must contact the following Town Staff to process and execute the application.

<b>OFFICIAL</b>	<b>COMMENTS</b>	<b>GRANTED/ DENIED</b>	<b>SIGNATURE</b>
Building Official (860) 693-7854			
Parks and Recreation (860) 693-5808			
Public Works (860) 693-7863			
Police Chief (860) 693-0221			
Health District (if necessary) (860) 676-1953			
Fire Marshal (860) 693-7857			
Chief Administrative Officer (860) 693-7841			

**TOWN OF CANTON  
EVENT APPLICATION**

An Event Application shall be filed for any event that is held on Town owned property.

The following shall serve as a guide in preparation of your application:

- ? If the event is to take place on Town of Canton property, permission must be granted from the Chief Administrative Officer for each event (i.e., yearly or annual events). Requests should be submitted in writing a minimum of 45 days before the event.
- ? Signage: All signs and banners must be removed within 24 hours from the site and any posted areas following the event.

<b>DEPARTMENT</b>	<b>CONSIDERATIONS</b>
Police Department	<ul style="list-style-type: none"> <li>? Need for the police detail to conduct order, maintenance, security and traffic control.</li> <li>? Ascertain what crime prevention/ security measures must be implemented prior to the event.</li> <li>? Investigate the legality of the event and the applicant's fitness to be in control of the event.</li> <li>? Review of the traffic plan and impact to surrounding commercial and residential areas.</li> </ul>
Fire Marshal	<ul style="list-style-type: none"> <li>? Determine if the proposed use will comply with the State Fire Safety Code.</li> <li>? Applicant must provide such plans, drawings, specifications and information that the Fire Marshal requests.</li> <li>? Determine what fire prevention and emergency medical readiness shall be required prior to the event.</li> </ul>
Building Official	<ul style="list-style-type: none"> <li>? Ascertain what provisions of the Connecticut State Building Code must be complied with prior to the commencement of the event.</li> </ul>
Health	<ul style="list-style-type: none"> <li>? Number of portable toilets required.</li> <li>? Food preparation</li> <li>? Ensure food handling is in compliance with all state and local regulations.</li> <li>? §19-13-B81 -B96 Connecticut Public Health Code specifically regulates "Mass Gatherings" which are defined as an assembly of 3,000 or more persons at a stated location for a period of eighteen or more consecutive hours.</li> </ul>
Parks and Recreation	<ul style="list-style-type: none"> <li>? Availability of facility/ park.</li> <li>? Coordination of services.</li> <li>? Ascertain the need for additional refuse collection, use of utilities, and impact on public use of parks.</li> <li>? Determine if there is a need for a security deposit and all applicable fees and charges</li> <li>? Confirms cancellation/postponement due to weather conditions.</li> </ul>
Public Works	<ul style="list-style-type: none"> <li>? Waste management issues, etc.</li> </ul>