

Special Event Permits - fees updated for FY 09-10

The City of New Haven has established a Permit and License Center located in the Building Department at 200 Orange Street (Fifth Floor). This office will accept permit applications and permit fees, issue permits and licenses and assist with obtaining necessary departmental approvals for special events other than permits for use of Parks. When you go to the Permit and License Center you will be given a permit application form indicating what departments will need to review your plans. Staff in this office will work with you to coordinate the necessary approvals and to issue required permits. If necessary a meeting with all appropriate departments will be scheduled to expedite approvals.

The information below is to help you navigate your way around the special events permitting process and to give you contact names and numbers for information when planning or holding special events.

If you are...	Go To...	Bring With You...	What Will Happen...	Fee Charged...
Requesting permission to hold an event in Temple Street Plaza Pitkin Plaza Millenium Plaza	Go to Parks 720 Edgewood Ave Hershey Cantiello (946-8019) or Lynn Piekarz 946-6761	a request for approval including a description of the event, an estimate of the number of attendees and the date and time of the event Description of the event, dates and times of the event, estimated number of attendees each day and a site plan showing layout of the proposed event	Parks Department will provide you with guidelines for use of the Plaza The Parks Department will review and approve the permit request with input from appropriate departments Christy Hass is the point person for logistics for proposed events. She can be contacted at 946-8576	No charge Non -refundable Permit Application Fee - \$35 (residents) \$75 (non residents) Any overtime costs for Parks personnel are the responsibility of the event organizer A certificate of insurance naming the city as an additional insured will be required (liability of \$1M per incident and \$2M general aggregate is necessary) A security deposit of \$500 will be required but will be returned if no damage is done to the Plaza.
Requesting permission to hold an event on RTE 34 Connector land	First: go to Economic Dev 165 Church Street 6th floor Tony Bialecki (946-5891) Next: to go Permit/License Ctr 200 Orange Street (5th floor) Barbara Perrotti (946-5758) Then: return to Economic Dev 165 Church Street 6th floor Tony Bialecki (946-5891)	a request for approval including a description of the event , an estimate of the number of attendees and the date and time of the event a signed license agreement from Economic Development along with the description of the event, an estimate of the number of attendees,] the date and time of the event and a site plan showing all event activities.	Economic Development will provide you with policy guidelines and a license agreement for use of the Rte 34 site. The Permit and License Center will forward your permit request form to the Public Works, Traffic & Parking, Fire and Police Departments. The Permit and License Center will collect a special event permit fee. The police will determine how many extra duty officers are needed for public safety. the license agreement will be finalized.	\$100 license agreement fee Special event permit fee based on number of attendees and number of days A certificate of insurance naming the city as an additional insured will be required (liability of \$1M per incident, \$2M general aggregate and \$5 excess liability is necessary) Cost of extra duty police will be the responsibility of the event sponsor. The event sponsor will be required to have EMT coverage on site during the event and this cost will be the responsibility of the event sponsor
Holding a parade or procession	Permit/License Center 200 Orange Street (5th Fl) Barbara Perrotti 946-5758	Description of the event including the date, the time, the parade route and estimated crowd	The Permit and License Center will forward your permit request form to the Public Works, Traffic & Parking, Fire and Police Departments. The Permit and License Center will collect the permit fee. Police and Traffic and Parking and will approve the parade route The police will determine how many extra duty officers are needed for public safety. The Police will prepare a parade proclamation for the Mayor's signature and publish the proclamation in the paper once it is signed	Parade permit \$55 Cost of extra-duty police officers is responsibility of event sponsor Costs of Dept. of Traffic & Parking services are the responsibility of the event sponsor

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Using a City Park, Sq. the NH Green	Parks 720 Edgewood Ave. Hershey Cantiello 946-8019 or Lynn Piekarz 946-6761 (for use of City park) Sabrina Bruno 946-8327 (for Lighthouse Pk Carousel)	Description of the event including date, duration and a site plan showing all event activities.	Parks will issue the permit application and collect the permit fee. Parks will obtain Police approval and will take the application before a staff review meeting. Parks will notify the applicant of approval and will refer applicant to Health or other departments if additional permits are required. Use of the NH Green, any City Park and the Lighthouse Park Carousel for crowds of more than 100 people will require a certificate of insurance naming the City as an additional insured for the event.	Non -refundable Permit Application Fee - \$35 (residents) \$75 (non residents) Any overtime costs for Parks personnel are responsibility of the event sponsor There are separate charges for the use of the Lighthouse Park Carousel. (see use of Lighthouse Carousel Building below)
Renting City Stage or Bandstand	Parks 720 Edgewood Avenue Hershey Cantiello 946-8019 or Lynn Piekarz 946-6761	Description of the event including date set up time, take down time, and location of stage/bandstand.	Parks will issue permit and collect fee. The applicant will be required to show an insurance certificate naming the City as an additional insured for the event. Parks will set up and take down the stage.	Parks Mobile Bleacher unit per day - \$140 Parks 3 row bleachers per day - \$55 Parks Mobile Stage I first day including PA and Generator- \$350 Parks Mobile Stage I each additional day - \$56 Parks Mobile Stage II first day - \$200 Parks Mobile Stage II each additional day - \$56 Parks Mobile Platform Stage III first day - \$160 Parks Mobile Platform Stage III each additional day - \$56 Parks Mobile Stage/Bandstand IV per day - \$150 Parks Mobile Stage/Bandstand IV each additional day - \$56 Haywagon and tractor per day - \$260 Portable light tower per day - \$150 In addition to fees any required staff time and a 15% overhead charge will be the responsibility of the event sponsor.
Closing or Obstructing Street(s) including Block Parties	Permit/License Center 200 Orange Street (5th Fl) Barbara Perrotti 946-5758	Description of the event including the date, all streets to be closed, duration of closure and a site plan. A petition containing the signatures of 50% of the residents and businesses affected by the street closure and authorization from the Aldermen representing the street being closed.	The Permit and License Center will forward your permit application to the Public Works Department, the Traffic and Parking Department, and the Police Department for review and approval. The Permit and License Center will collect the permit fee. The police will determine if extra duty officers are needed for public Standards for permit approval include: preservation of public health & safety, ability to control traffic and fiscal impact to the City.	Special Event permit to close street \$50 (excluding block parties) Cost of extra-duty police officers is responsibility of event sponsor Costs of Dept. of Traffic & Parking services are the responsibility of the event sponsor
Serving Food and/or beverages (incl beer) (See other alcoholic beverages below)	Health 54 Meadow Street Paul Kowalski 946-8173	Description of the site plan identifying location, number and type and names of food vendors and number of toilets to be available.	Health Dept. will provide detailed information on all requirements. Health Dept will issue appropriate temporary food service permits and itinerant vendor permits and will collect food permit fees. Food preparation and serving must occur in a covered area. If a tent of more than 350 square feet in area is to be used, you will be referred to the Building Dept. for a tent permit (see tent requirements below). If temporary water or electrical hook ups are required you will be sent to Building Dept. (see plumbing and electrical permits (below). Event organizer responsible for making sure food vendors dispose or gray water and grease appropriately	Temp food license 1 day, 1 location - \$60 If event is held in more than one location there is a \$60 fee for each location. Temp food license more than one day - \$125 Any itinerant food vendors serving food at the event must comply with State, City Police and City Health Department licensing requirements
Alcohol to be served	Police One Union Avenue Lt. Joseph Witkowski 946-6576 Parks 720 Edgewood Avenue Hershey Cantiello 946-8019 or Lynn Piekarz 946-6761	Description of the event including location, duration, type of alcohol to be served and number of people expected to attend If event is to be held in a park and involves serving hard liquor Parks must approve as part of the Parks permit process	Application can be made through the Police Department for a permit from the State Liquor Control Board to serve alcohol at the event. If a permit has already been obtained the Police will ask to see it. if hard liquor is served in a park, a Park Security Officer must be present during the event. Any overtime cost for this will be charged to the event sponsor	The State Liquor Commission charges \$35 per day for a liquor permit in connection with a special event. Overtime cost of Parks Security Officer to be determined by Parks Department and to be paid by event sponsor

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Setting up a tent or temporary structure including bleachers	Permit and License Center 200 Orange St. (5th Floor) Daniel O'Neill (946-8043)	Description of the event including a site plan showing location & size of the tent or bandstand, bleachers or other structures. You will also need to provide a workers' compensation certificate for setting up and taking down any structures. If a tent is to be used, a tent fire retardent certificate must be obtained from the manufacturer/owner.	The Permit and License Center will forward your application for approval. The LCI/BuildingDiv. will review the site plan tent/structure specifications to determine if a building permit is required (tents under 350 sq.ft.do not require a permit.) Bleachers or grandstands of more than 120 sq. ft. in area will also require a building permit. The Permit and License Center will forward your application to the Fire Marshall for approval. The Fire Marshall's Office will sign off that a tent or other structure does not pose a fire hazard and will determine where the tent or other structure should be placed to assure safety. A site visit may be required.	Building permit fee = \$25.18 per \$1,000 of cost to set up tent or other structure The cost of workers' compensation insurance is the responsibility of the event sponsor. Fire - no charge
Setting up temporary water or electrical supply	Permit and License Center 200 Orange St. (5th Floor) Daniel O'Neill (946-8043)	Description of the event including a site plan and information on the water and electrical hook ups.	The Permit and License Center will forward your application to the LCI/Building Div. For approval of plumbing and electrical permits. They will also notify the Fire Marshal who may want to inspect the site for fire safety if cooking equipment is involved.	Building permit = \$25.18 per \$1,000 of cost to set up water or electrical supply. Fire - hydrant permits are \$40 per day or \$525 per month The Regional Water Authority charges separately for a water meter and for water usage.
Providing traffic control	Permit and License Center 200 Orange St. (5th Floor) Barbara Perrotti 946-5758	Description of the event including a site plan and information on impact on streets and traffic	The Permit and License Center will forward your application to the Polcie Dept for approval. Police will determine how many extra duty police officers may be required.The cost of extra duty officers is the responsibility of the event sponsor.	Police will determine how many extra duty officers may be required for traffic control. The event sponsor will be responsible for the cost of these officers. Costs of Dept. of Traffic & Parking services are the responsibility of the event sponsor.
Holding event near wetlands	City Plan Dept 165 Church St - 5th floor Joy Ford 946-6353	Description of the event including a site plan	The City Plan Dept will determine if the event is in or near wetlands and if a Coasta Site Plan Review is necessary.	If a Coastal Site Plan Review is required a fee of \$40 is charged If only a staff review is required there is no charge If a certification of zoning compliance is requested there is a charge of \$45
Putting up street banners	Traffic & Parking Sue Gibson 946-8078	Description of the size and design of the banner and the location(s) where it is to be hung and for what period of time.	Traffic & Parking issues permit applications and collects permit fees for putting banners up over City streets.	for up to two weeks per banner suspended across street = \$500 for up to two weeks per ten pole banners (pendants) = \$500 for each two week extension for all types of banners = \$500
Providing event parking	Traffic & Parking Bruce Fisher 946-8073	Description of the event, a site plan and information on projected parking needs	Traffic & Parking and Police can be helpful in working out a parking plan The Police Officers covering the event should know what the plan is so they can direct event participants appropriately. Limited site parking for the handicapped and event organizers only. Public parking must be arranged throught the Parking Authority or private operators. A limited number of parking meters can be bagged for special events	There is no charge for development of a parking plan. Event participants may have to pay for parking. The event sponsor is responsible for the cost of any extra-duty police officers or the costs of any Traffic & Parking services. \$17 per bag per day with a \$35 returnable deposit for each meter to be bagged.
Providing event security	Police Lt. Joseph Witkowski 946-6576	Description of the event and information on specific security concerns\	Police can be helpful in developing a security plan for the event.	Police will determine how many extra duty officers may be required for event security. The event sponsor will be responsible for the cost of these officers.

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Providing event emergency medical services	Fire Joe Cappucci 946-7869	Description of the event including location, duration, and site plan	Fire emergency medical personnel may be required. Costs for emergency medical coverage are paid for by the event sponsor. The Fire Department will provide further information.	Fire will determine if EMT personnel are necessary. The cost for extra duty EMT personnel will be the responsibility of the event sponsor.
Providing event clean-up	Dept of Public Works Howard Weissberg 946-8092	Description o the event and information on when and where clean up will be required	Public Works can respond to special event clean up requests if they are provided with advance notice. Arrangments for trash and recycling receptables and for bulk trash pick-up are made through Public Works.	no charge
Holding a raffle	Permit and License Center 200 Orange St. (5th Floor) 946-8388	Name and address of applicant, proof of incorporation of sponsor, names, titles and addresses of officers, description of raffle, location, date, # of tickets, items to be	The Permit and License Center will forward you application to the Polcie Dept. for approval. Raffles are governed by State Statute 7-172, 173, 174. The Police will issue the permit.	fee determined by prize vaue
Holding a carnival or fair	Permit and License Center 200 Orange St. (5th Floor) Barbara Perrotti 946-5758	Description of where event is located, dates and times of event, estimated number of attendees each day and a site plan showing layout of the carnival equipment.	If carnival is on park land the application will be forwarded to the Parks Dept for approval. If the carnival is on private land or City owned land other than a park, the Permit and License Center will forward it to the appropriate departments for review and approval. City staff will check zoning to determine if zoning approvals are required. Police will determine how many extra duty officers are required. If necessary an interdepartmental meeting will be held with the event sponsor to review logistical issues.	Parks permit fees will apply if the carnival is on park land. Permit fees for closure of streets will apply. The event sponsor will be required to provide a certificate of insurance naming the City as an additional insured. The cost of extra duty police will be the responsibility of the event sponsor. The event sponsor will also be required to have an EMT on site during the event and will be responsible for this cost.
Charging Admission	Parks Hershey Caantiello 946-8019	Description of event	Charging of admission when events are held in public parks is prohibited without the permission of the Director of Parks.	Admission charge will be reviewed as part of Parks permit application process for which there is a non-refundable fee of \$35 (residents) \$75 (non residents)
Selling Merchandise	Permit and License Center 200 Orange St. (5th Floor) 946-8388	Description of the merchandise to be sold and the names of vendors. State tax number	The Permit and License Center will issue permits for vendors	\$200 annual charge, \$60/day short term charge, \$3,500 for an annual managing vendor license which covers a number of vendors.
Use of amplified sound	Police Lt. Joseph Witkowski 946-6576	Description of the event, including the location and hours, the type of sound to be amplified and specifically where speakers will be placed.	The Police are responsible for enforcing the City's noise ordinance and will provide guidance on acceptable amplified sound in connection with an event.	no charge
Providing Event Insurance	Permit and License Center 200 Orange St. (5th Floor) Mike Barker, Risk Manager 946-8299	insurance certificate naming City additional insured (liability of \$1M per incident and \$2M general aggregate unless otherwise noted)	larger, organized event sponsors will be required to provide event insurance. Sponsors of smaller, informal events will be required to sign an indemnification form, holding the City harmless in the event of a claim. The City's Risk Manager can assist in obtaining quotes for event insurance.	no City fee, however, the event sponsor will be responsible for the cost of insurance coverage (liability of \$1 M per incident and \$2 M general aggergate unless otherwise noted)
Seeking assistance in event planning and marketing	Cultural Affairs Barbara Lamb 946-8378	A description of the event, the time line for producing it, estimated costs and desired results	The Office of Cultural Affairs can provide assistance in planning and marketing an event if sufficient lead time is provided.	no charge

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Using Lighthouse Carousel Building	Parks Sabrina Bruno - 946-8327	A description of the event, time and date and number of people expected to attend	Contact Sabrina Bruno 946-8327 for a park permit application form. She will take all the necessary information and provide assistance in coordinating the event Use of the Lighthouse Park Carousel will require a certificate of insurance naming the City as an additional insured for the event.	Use of Carousel Building = \$300 for 4 hours or less \$500 for more than 4 hours Chairs & Tables = \$325 up to 125 people or \$450 for more than 125 people An administrative fee equalling 15% of total cost of event will also be charged to the event sponsor. Park staff costs to operate the Carousel and any Police overtime costs will be the responsibility of the event sponsor.
In need of Recycling Containers	Dept of Public Works Fred Capone 410-6894	description of the event location, time and date, number of people expected to attend and type of material to be recycled	DPW will make arrangements to place receptacles at the event site and pick the receptacles up when the event is over	no charge
Using Portable Toilets	Health 54 Meadow Street Paul Kowalski 946-8173	Description of the site plan identifying location, duration and number of people expected to attend. If food & beverages are being served toilet facilities will be required.	The Health Department will determine how many portable toilets will be required and where they will be located. Arrangements for portable toilets are made by the event sponsor.	no charge by the City however, event sponsor is responsible for the cost of portable toilets
Setting off fireworks	Fire 952 Grand Ave. 2nd Floor Joe Cappucci, Fire Marshall 946-6227			
Filming a Movie	Cultural Affairs 165 Church Street - 6R Barbara Lamb, Director 946-8378	A description of the movie being filmed and specific locations, dates and times for filming.	The Office of Cultural Affairs will grant permission to obtain required permits to conduct filming and will notify appropriate offices of proposed filming activity. Based on the locations and nature of the proposed movie you will be directed to appropriate city offices for required permits.	There is no film permit cost but cost for other required permits will be charged in accordance with the information provided in this permit guide.