

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Connor Martin  
Mayor

OUTDOOR AMUSEMENT PERMITS  
31 SCHOOL STREET  
EAST HARTFORD, CT 06108-2638  
(860) 528-4401

## **OUTDOOR AMUSEMENT PERMIT APPLICATION**



Mack S. Hawkins  
Chief of Police

**THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR**

1. Name of Event:
2. Date(s) of Event:
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
5. List the location of the proposed amusement: (Name of facility and address)
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
7. Provide a detailed description of the proposed amusement:

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes            No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

9. What is the expected age group(s) of participants?

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

c. Parking plan on site & impact on surrounding / supporting streets:

d. Noise impact on neighborhood:

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

f. List expected general disruption to neighborhood's normal life and activities:

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

b. Provisions for notification of proper authorities in the case of an emergency:

c. Any provision for on-site emergency medical services:

d. Crowd control plan:

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

f. Provision of sanitary facilities:

13. Will food be provided, served, or sold on site:

a. Food available: Yes No **AND**

b. Contact has been made with the East Hartford Health Department Yes No.

14. Does the proposed amusement involve the sale and / or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

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CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

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I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

\_\_\_\_\_  
(Legal Name of Applicant)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Capacity in which signing)

(Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))

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**FOR OFFICE USE**

Insurance Certificate Included:	<b>YES</b>	<b>NO</b>
Liquor Permit Included:	<b>YES</b>	<b>NO</b>
Certificate of Alcohol Liability Included:	<b>YES</b>	<b>NO</b>
Time Waiver Request Included:	<b>YES</b>	<b>NO</b>
Fee Waiver Request Included:	<b>YES</b>	<b>NO</b>

**Outdoor Amusement Permit Fees:**

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions	\$ 10/performance §5-6
Parades	\$ 25/each parade §5-6
Fireworks display or air show	\$ 25/performance §5-6
Carnival, rodeo, circus, or tent show	\$ 100/day §5-6

**Total Assessed Amusement Permit Fee**

Received By: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Date & Time Signed: \_\_\_\_\_ : \_\_\_\_\_ AM PM

Time remaining before event: \_\_\_\_\_ days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.