

<b>Fairfield Hills Special Events - Approved Events</b> <b>When to Contact Town of Newtown Departments....</b>			Town Use Only	
			Event Name	
			Event Date	
			Estimated Event Size*	
			___ Small (up to 150 attendees) ___ Medium (151-500 attendees) ___ Large (501+ attendees)	
* fire, EMS and / or police may be required based on event size and type			Alcohol? y___n___	Athletic Event?* ___yes___no
			Multiday? y___n___	Nighttime Event?* ___yes___no
<b>All Star Transportation</b> <input type="checkbox"/> setting up shuttle service if needed	<b>Rich Dufour</b>	<b>203-304-9778</b>	<b>rich.dufour@all-startransportation.com</b>	
<b>Borough Warden</b> <input type="checkbox"/> hanging promotional banner across railroad bridge on Queen Street	<b>James Gaston</b>	<b>203-426-2500</b>	<b>okjt@aol.com</b>	
<b>Building Department</b> <input type="checkbox"/> permits for generator use <input type="checkbox"/> permits for tents bigger than 900 sq. ft <input type="checkbox"/> set up inspection of stages, scaffolds, tents during business hour	<b>John Poeltl</b> <b>Lynn Kovack</b>	<b>203-4260</b> <b>203-270-4261</b>	<b>john.poeltl@newtown-ct.gov</b> <b>lynn.kovack@newtown-ct.gov</b>	
<b>Fairfield Hills</b> <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> any changes to event details, layout <input type="checkbox"/> additional event questions	<b>Kim Chiappetta</b>	<b>203-270-4271</b>	<b>kimberly.chiappetta@newtown-ct.gov</b>	
<b>Health Department</b> <input type="checkbox"/> permits for serving food other than prepackaged foods (must be approved at least two weeks prior to the event) <input type="checkbox"/> questions regarding port-a-potties <input type="checkbox"/> #, placement of trash receptacles / frequency of disposal (large or multiday events) <input type="checkbox"/> questions regarding handwashing station:	<b>Suzette LeBlanc</b>	<b>203-270-4189</b>	<b>suzette.leblanc@newtown-ct.gov</b>	
<b>Horse Guard</b> <input type="checkbox"/> overflow parking	<b>James Marrinan</b>	<b>203-448-6106 (cell)</b>	<b>jim.marrinan@comcast.net</b>	
<b>Land Use</b> <input type="checkbox"/> questions regarding approved uses on campus <input type="checkbox"/> access to fire hydrants for cooking purposes <input type="checkbox"/> determine if ambulance or fire department presence is necessary	<b>George Benson</b>	<b>203-270-4279</b>	<b>george.benson@newtown-ct.gov</b>	
	<b>Cathy Monckton</b>	<b>203-270-4354</b>	<b>cathy.monckton@newtown-ct.gov</b>	
<input type="checkbox"/> questions regarding promotional signage for event (outside borough) <input type="checkbox"/> approval for promotional signage within the borough	<b>Jean St. Jean</b>	<b>203-270-4277</b>	<b>n/a</b>	

<b>Parking</b>	<b>Reed Intermediate School</b>	<b>Bea Gellert</b>	<b>203-270-4880</b>	<b>gellertb@newtown.k12.ct.us</b>
	<input type="checkbox"/> permission for parking or shuttle locations			
	<input type="checkbox"/> use of parking lot lights if needed			
	<b>Newtown High School</b>	<b>Mark Pompano, Dir. of Security</b>	<b>203-270-6121</b>	<b>pompanom@newtown.k12.ct.us</b>
	<input type="checkbox"/> permission for parking or shuttle locations			
	<input type="checkbox"/> use of parking lot lights if needed			
	<b>Newtown Middle School</b>	<b>Sue Zimmerman</b>	<b>203-426-7639</b>	<b>zimmermans@newtown.k12.ct.us</b>
	<input type="checkbox"/> permission for parking or shuttle locations			
	<input type="checkbox"/> use of parking lot lights if needed			
<b>Parks and Recreation</b>		<b>Roseann Reggiano</b>	<b>203-270-4373</b>	<b>roseann.reggiano@newtown-ct.gov</b>
	<input type="checkbox"/> Use of trail - unlock gates for access			
<b>Public Works</b>		<b>Arlene Miles</b>	<b>203-270-4301</b>	<b>arlene.miles@newtown-ct.gov</b>
	<input type="checkbox"/> recycling receptacles			
	<input type="checkbox"/> miscellaneous - note: weekend work will incur an additional charge			
<b>Newtown Fire Marshal</b>		<b>Rich Frampton</b>	<b>203-270-4370</b>	<b>richard.frampton@newtown-ct.gov</b>
	<input type="checkbox"/> cooking under tents			
	<input type="checkbox"/> blocking / closing any roads			
	<input type="checkbox"/> using tents - tent certificates must match the tag on the tent			
	<input type="checkbox"/> inspection of any tent larger than 1,200 square feet			
<b>Newtown Hook and Ladder</b>		<b>Chris Ward</b>	<b>203-240-5351</b>	<b>newtownfirechief@gmail.com</b>
	<input type="checkbox"/> determine if fire dept is required (required for all large or nighttime event)			
	<input type="checkbox"/> determine costs for fire dept presence			
<b>Newtown Police Department</b>		<b>Sgt. Silver</b>	<b>203-270-5841</b>	<b>jeffrey.silver@newtown-ct.gov</b>
	<input type="checkbox"/> determine if police presence is required (required for all races and large or nighttime event)			
	<input type="checkbox"/> determine costs for police presence			
<b>Newtown Volunteer Ambulance</b>		<b>Maureen Crick Owen</b>	<b>203-270-4380</b> (option 8)	<b>maureenowen@newtown-ambulance.org</b>
	<input type="checkbox"/> determine if ambulance presence is required (if not already required by the town)			
	<input type="checkbox"/> determine costs for ambulance presence			
<b>Newtown Youth Academy</b>		<b>Maggie Conway</b>	<b>203-426-0088 (main #)</b>	<b>mconway@nyasportsfitness.com</b>
	<input type="checkbox"/> for use of NYA facilities / parking			
<b>First Selectman's Office</b>		<b>Sue Marcinek</b>	<b>203-270-4203</b>	<b>susan.marcinek@newtown-ct.gov</b>
	<input type="checkbox"/> for amplification permit			
<b>Helpful Tools</b>				
	<input type="checkbox"/> 5K Mapmyrun.com			