

Fairfield Hills Special Events - Approved Events When to Contact Town of Newtown Departments....			Town Use Only
			Event Name
			Event Date
			Estimated Event Size*
			<input type="checkbox"/> Small (up to 150 attendees) <input type="checkbox"/> Medium (151-500 attendees) <input type="checkbox"/> Large (501+ attendees)
			Athletic Event?* <input type="checkbox"/> yes <input type="checkbox"/> no
* fire, EMS and / or police may be required based on event size and type			Nighttime Event?* <input type="checkbox"/> yes <input type="checkbox"/> 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>
<input type="checkbox"/> questions regarding promotional signage for event (outside borough)			<b>Cathy Monckton</b> <b>203-270-4354</b> <b>cathy.monckton@newtown-ct.gov</b>
<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> <input type="checkbox"/> permission for parking or shuttle locations <input type="checkbox"/> use of parking lot lights if needed	<b>Bea Gellert</b>	<b>203-270-4880</b>	<b>gellertb@newtown.k12.ct.us</b>
	<b>Newtown High School</b> <input type="checkbox"/> permission for parking or shuttle locations <input type="checkbox"/> use of parking lot lights if needed	<b>Ms. Jean Milano</b>	<b>203-426-7647</b>	<b>Request a building use form.</b>
	<b>Newtown Middle School</b> <input type="checkbox"/> permission for parking or shuttle locations <input type="checkbox"/> use of parking lot lights if needed	<b>Sue Zimmerman</b>	<b>203-426-7639</b>	<b>zimmermans@newtown.k12.ct.us</b>
<b>Parks and Recreation</b>	<input type="checkbox"/> Use of trail - unlock gates for access	<b>Roseann Reggiano</b>	<b>203-270-4373</b>	<b>roseann.reggiano@newtown-ct.gov</b>
<b>Public Works</b>	<input type="checkbox"/> recycling receptacles <input type="checkbox"/> miscellaneous - note: weekend work will incur an additional charge	<b>Arlene Miles</b>	<b>203-270-4301</b>	<b>arlene.miles@newtown-ct.gov</b>
<b>Newtown Fire Marshal</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>Rich Frampton</b>	<b>203-270-4370</b>	<b>richard.frampton@newtown-ct.gov</b>
<b>Newtown Hook and Ladder</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>Chris Ward</b>	<b>203-240-5351</b>	<b>newtownfirechief@gmail.com</b>
<b>Newtown Police Department</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>Sgt. Silver</b> <b>Cynthia Mazucco</b>	<b>203-270-5841</b> <b>203-270-4234</b>	<b>jeffrey.silver@newtown-ct.gov</b> <b>cynthia.mazucco@newtown-ct.gov</b>
<b>Newtown Volunteer Ambulance</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>Maureen Crick Owen</b>	<b>203-270-4380</b> (option 8)	<b>maureenowen@newtown-ambulance.org</b>
<b>Newtown Youth Academy</b>	<input type="checkbox"/> for use of NYA facilities / parking	<b>Maggie Conway</b>	<b>203-426-0088 (main #)</b>	<b>mconway@nyasportsfitness.com</b>
<b>First Selectman's Office</b>	<input type="checkbox"/> for amplification permit	<b>Sue Marcinek</b>	<b>203-270-4203</b>	<b>susan.marcinek@newtown-ct.gov</b>
<b>Helpful Tools</b>	<input type="checkbox"/> 5K Mapmyrun.com			