

			Town Use Only
			Event Name
			Event Date
			Estimated Event Size*
			___ Small (up to 150 attendees)
			___ Medium (151-500 attendees)
			___ Large (501+ attendees)
			Alcohol? y___n___
			Athletic Event?* ___yes___no
			Multiday? y___n___
			Nighttime Event?* ___yes___no
Fairfield Hills Special Events - Approved Events When to Contact Town of Newtown Departments....			
* fire, EMS and / or police may be required based on event size and type			
All Star Transportation <input type="checkbox"/> setting up shuttle service if needed	Rich Dufour	203-304-9778	rich.dufour@all-startransportation.com
Borough Warden <input type="checkbox"/> hanging promotional banner across railroad bridge on Queen Street	James Gaston	203-426-2500	okjt@aol.com
Building Department <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 hours	John Poeltl Lynn Kovack	203-270-4260 203-270-4261	john.poeltl@newtown-ct.gov lynn.kovack@newtown-ct.gov
Fairfield Hills <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> any changes to event details, layout <input type="checkbox"/> additional event questions	Kim Chiappetta	203-270-4271	kimberly.chiappetta@newtown-ct.gov
Health Department <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:	Suzette LeBlanc	203-270-4189	suzette.leblanc@newtown-ct.gov
Horse Guard <input type="checkbox"/> overflow parking	James Marrinan	203-448-6106 (cell)	jim.marrinan@comcast.net
Land Use <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	George Benson	203-270-4279	george.benson@newtown-ct.gov
<input type="checkbox"/> questions regarding promotional signage for event (outside borough)	Cathy Monckton	203-270-4354	cathy.monckton@newtown-ct.gov
<input type="checkbox"/> approval for promotional signage within the borough		203-270-9993 (home) 203-942-4499 (mobil)	*Doug Nelsion

Parking	Reed Intermediate School	Bea Gellert	203-270-4880	gellertb@newtown.k12.ct.us
	<input type="checkbox"/> permission for parking or shuttle locations			
	<input type="checkbox"/> use of parking lot lights if needed			
	Newtown High School	Ms. Jean Milano	203-426-7647	<i>Request a building use form.</i>
	<input type="checkbox"/> permission for parking or shuttle locations			
	<input type="checkbox"/> use of parking lot lights if needed			
	Newtown Middle School	Sue Zimmerman	203-426-7639	zimmermans@newtown.k12.ct.us
	<input type="checkbox"/> permission for parking or shuttle locations			
	<input type="checkbox"/> use of parking lot lights if needed			
Parks and Recreation		Roseann Reggiano	203-270-4373	roseann.reggiano@newtown-ct.gov
	<input type="checkbox"/> Use of trail - unlock gates for access			
Public Works		Arlene Miles	203-270-4301	arlene.miles@newtown-ct.gov
	<input type="checkbox"/> recycling receptacles			
	<input type="checkbox"/> miscellaneous - note: weekend work will incur an additional charge			
Newtown Fire Marshal		Rich Frampton	203-270-4370	richard.frampton@newtown-ct.gov
	<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			
Newtown Hook and Ladder		Chris Ward	203-240-5351	newtownfirechief@gmail.com
	<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			
Newtown Police Department		Sgt. Silver	203-270-5841	jeff.silver@newtown-ct.gov
		Cynthia Mazzucco	203-270-4234	cynthia.mazzucco@newtown-ct.gov
	<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			
Newtown Volunteer Ambulance		Maureen Crick Owen	203-270-4380 (option 8)	maureenowen@newtown-ambulance.org
	<input type="checkbox"/> determine if ambulance presence is required (if not already required by the town)			
	<input type="checkbox"/> determine costs for ambulance presence			
Newtown Youth Academy		Maggie Conway	203-426-0088 (main #)	mconway@nyasportsfitness.com
	<input type="checkbox"/> for use of NYA facilities / parking			
First Selectman's Office		Sue Marcinek	203-270-4203	susan.marcinek@newtown-ct.gov
	<input type="checkbox"/> for amplification permit			
Helpful Tools				
	<input type="checkbox"/> 5K Mapmyrun.com			
*Doug Nelson is a temporary contact. Borough temporary event signage applications are available at the Municipal Center in the Land Use department.				