

# Newtown Parks and Recreation

## Hourly Organization Special Event or Tournament Request

All requests must be submitted to the Parks and Recreation office 30 days before event for Commission approval. Please include both pages of the forms below with your request.

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Please make check payable to "Newtown Parks and Recreation". Payment is expected when application is made.

Organization Name: \_\_\_\_\_

Category D or E (please indicate which category) Hourly rate: \_\_\_\_\_

Organization Contacts:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Signature of the Organizations President: \_\_\_\_\_

Date(s) of Event or Tournament: \_\_\_\_\_

Field(s)/Location of Event or Tournament \_\_\_\_\_

Duration of Event or Tournament:(Date and Time) \_\_\_\_\_

Will field lights be required? Yes / No

Will you be supplying Porta Johns? Yes/ No

If yes, how many? \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Will you be supplying a dumpster: Yes / No Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Will you be reserving the pavilion? Yes / No

If yes, you will need to contact the Parks & Recreation Department at (203) 270-4340 for pavilion rental forms.

Will you be setting up tents? Yes / No Sizes: \_\_\_\_\_

If yes, you will need to contact Lynn at the Building Department (203) 270-4260 for permit. Exceptions for permits – under 350 sq. feet or under 900 sq. feet if there are no cooking appliances and there are fewer than 50 people at the event. If you are unsure please contact the Building Department.

Will you be serving/selling food? Yes / No

If yes, you will need to contact Suzette at the Health Department at (203) 270-4291 for a permit or you can go online to [www.newtown-ct.gov](http://www.newtown-ct.gov) and complete a Temporary Event Application. **If an event is held at Treadwell Park during the months between Memorial day and Labor Day no food will allowed to be sold.**

\*\*\*\*\*Tents and/or Food set up may **not** be set up on parking lot or asphalt. \*\*\*\*\*

Estimated Attendance: \_\_\_\_\_

Upon review of the Chief of Police, any Special Event or Tournament may require a police officer be present. **Sec. 7-284. Police protection at places of amusement.** In the event that an officer is required, you will be notified by Parks and Recreation, at which time you will be instructed to contact Cindy Mazzucco at the Newtown Police Department.

**It is mandatory to have recycling at all tournaments. To obtain the information for recycle bins and the recycling program provided by the town of Newtown contact Arlene Miles 203-270-4301 or e-mail: [Arlene.miles@newtown-ct.gov](mailto:Arlene.miles@newtown-ct.gov)**

Please make sure Newtown Parks and Recreation has a current copy of your organizations insurance on file.

Failure to adhere to Special Events or Tournament policy will result in the imposition of fines as outlined in the Field Use Agreement.

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| For office use only.   |  |
| <input type="checkbox"/> Health Permit   | <input type="checkbox"/> Insurance Certificate |
| <input type="checkbox"/> Building Permit   |  |
| Police Officer Required <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

Special Event/Tournament approved by: \_\_\_\_\_

