

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)
* fire, EMS and / or police may be required based on event size and type		Alcohol? y___n___ Multiday? y___n___	Athletic Event?* ___yes___no Nighttime Event?* ___yes___no
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 hour	John Poeltl Lynn Kovack	203-4260 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	Jean St. Jean	203-270-4277	n/a

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