



Department of Public Works | 860.584.6125

SPECIAL EVENT PERMIT REQUEST INSTRUCTIONS

It is our goal that your event be successful and to insure it does not significantly impact public facilities or resources. The success of your event is dependent upon you (and your organization's) planning and preparation. Therefore, the attached permit must be applied for and submitted no less than 45 days prior to the event.

The following steps are required to obtain a Special Event Permit.

1. Fill out the attached Application and submit with the application a Certificate of Insurance with a minimum of \$1,000,000 combined single limit Bodily Injury, Property Damage per occurrence and \$2,000,000 aggregate coverage, naming the City of Bristol as additional insured, hold-harmless agreements.
2. Please include site maps and banner designs with your application. Please be ready to address the potential applicable issues, such as traffic circulation, trash collection and disposal, signage, restroom facilities, parking, security, utilities, banners, health department and fire safety issues.
3. **The city must receive the application at least 45 days prior to the event. Please allow 2 weeks for the City to review your event.** All the affected City departments will review the entire application package, and changes to the event may be required.
Additional conditions may be placed on the permit as necessary to ensure the health, safety, and welfare of the public. It is your responsibility to know if there are any additional permits that will be required for your event. The City will make every effort to assist you through this process.
4. Events located within the purview of the City of Bristol's parks system are subject to the rules, regulations, and ordinances established by the City and Board of Park Commissioners. Depending on the nature of the event, the Superintendent or his/her designee may require the organizer to seek Board of Park Commissioners approval prior to the event. Every effort will be made to accommodate requests for events on park property barring conflicts in availability. Event organizers should be aware that the Parks Department may require a site walk in order to coordinate services, ascertain the need for additional refuse collection, use of utilities, and impact on public use of parks. Should it be determined that additional utilities or staff are required, the Parks Department will assess a fee to the organization to cover those costs.
5. Secure the additional permits or licenses that are prerequisites to attaining this permit, such as Temporary Food Event Application (Bristol Burlington Health District). **The Bristol Burlington Health District must approve the Food Vendors or they will not be permitted to offer food at this event. Applicant is responsible for having food vendors contact the BBHD.**

Return application and COI to:

City of Bristol
Public Work Department
111 North Main Street
Bristol, CT 06010
www.bristolct.gov

6. You may be asked to appear before the Bristol City Council, Parks Boards or the Board of Public Works if your event is extraordinary. If the permit applicant requests the City to provide extraordinary services or equipment or if the City otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the applicant shall be required to pay to the City a fee sufficient to reimburse the City for the costs of these services.
7. Fire Marshal's Requirements:

BRISTOL FIRE DEPARTMENT



FIRE MARSHAL'S REQUIREMENTS FOR SPECIAL EVENTS

GENERAL

- ✓ Pursuant to the Connecticut State Fire Safety and Fire Prevention Codes and locally adopted Ordinances, the following requirements shall be adhered to for all special events within the City of Bristol.
- ✓ The Fire Marshal shall regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.
- ✓ **The Event Promoter is responsible for submitting detailed site drawings no later than thirty (30) days prior to the event. Plans shall include placement of all tents, fencing or other barriers, food vendors, cooking areas, generators, and any other fueled equipment. Unobstructed access paths for fire and emergency vehicles shall be maintained on roads or other paved surfaces to a clear width of twenty feet (20'), and vertical clearance not less than thirteen feet, six inches (13' 6").**
- ✓ Where necessary for public safety, the Fire Marshal may order a life safety evaluation and/or standby fire personnel to be paid for by the Event Promoter.

TENTS

- ✓ Tents 20' x 20' and above require a permit – contact Building Department at 860-584-6215. All tents in excess of four hundred square feet (400 ft²) require review and inspection by the Fire Marshal's office.
- ✓ Tents in excess of two hundred square feet (200 ft²) and any tent used for cooking shall be flame resistant, with an affixed label meeting NFPA 701 or CPAI 84.
- ✓ All tents shall be securely staked or weighted to the ground at all four corners.
- ✓ Maximum size 700 square feet (700 ft²). Aggregate area of multiple tents placed side-by-side shall have a fire break of twelve feet (12 ft).
- ✓ Combustible vegetation shall be removed within thirty (30) feet of any tent.
- ✓ Smoking is not permitted in any tent; "No Smoking" signs shall be posted in all tents erected for public occupancy.
- ✓ Cooking tents shall be separated from non-cooking tents by a minimum of twenty (20) feet.
- ✓ Heating and/or cooking equipment shall be listed and installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be separated by not less than ten (10) feet from exits or combustible materials.

- ✓ Fuel-burning equipment designed to be vented shall be vented to the outside air and equipped with spark arresters where required. Vents or flues shall be separated from the tent or any membrane structure by not less than twelve (12) inches.
- ✓ LP-gas containers (propane tanks) shall be separated from any tent by not less than ten (10) feet; safety release valves shall be pointed away from the tent.

COOKING

- ✓ A minimum of one portable fire extinguisher with a rating of not less than 2-A: 10-B:C shall be provided.
- ✓ A Class K portable fire extinguisher shall be provided near any deep fat frying operation.
- ✓ Outdoor cooking that produces sparks or grease-laden vapors (including but not limited to deep fat frying and the cooking of raw meat) shall not be performed within twenty (20) feet of any tent.
- ✓ Hibachis, grills, and other similar devices used for cooking must be separated by a minimum of twenty (20) feet from any tent, and ten (10) feet from any building or other structure separation of three (3) feet from the public must be achieved by a physical barrier in all areas subject to foot traffic.
- ✓ Charcoal cooking is permissible, provided site approval is granted by other City agencies and the following provisions are met:
 - Metal container with lid to place ashes and coals in for removal from site.
 - 5 gallon bucket of water or 2 ½ gallon pressurized water extinguisher.

PROPANE

- ✓ Quantity on site shall be limited to one (1) cylinder per appliance and one (1) spare cylinder per appliance.
- ✓ Cylinders shall be secured in the upright position and protected from damage.
- ✓ Equipment shall be listed and installed per manufacturer's instructions and as specified in the *International Mechanical Code* and the *LP-Gas Code*.

GENERATORS

- ✓ Shall be isolated from contact with the public by physical guards, fencing, or an enclosure.
- ✓ Shall be separated a minimum of five (5) feet from any tent or membrane structure.
- ✓ Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours; refueling shall be conducted only when not in use.
- ✓ Storage of additional fuel on site is not permitted.
- ✓ A minimum of one portable fire extinguisher with a rating of not less than 2-A: 10-B:C shall be provided.

ADDITIONAL APPROVAL REQUIRED

- ✓ Sale of Alcohol – requires permit from the State of Connecticut Liquor Control Commission as well as Fire Marshal approval.
- ✓ Amusement Rides – contact the Office of the State Fire Marshal at 860-713-5750.
- ✓ Fireworks or Theatrical Pyrotechnic Displays – contact the Connecticut State Police / Fire and Explosion Investigation Unit at 860-706-5600, and the Bristol Fire Marshal's Office.

BRISTOL POLICE DEPARTMENT



REQUIREMENTS FOR SPECIAL EVENTS

The Bristol Police Department (BPD) strives to help provide a safe and secure environment for all persons and organizations wishing to hold or attend

a special event in Bristol. As the event applicant or organizer, it is your responsibility to provide a safe and secure environment for the event. It is also your responsibility to notify others that may be impacted, such as; Business owners, Residents, etc. This is accomplished through sound pre-planning. This includes anticipating potential problems and concerns related to the event and the surrounding environment and being prepared to react during the event to any unanticipated problems. The size, type, time of day, and location of your event are all items that must be analyzed in depth and addressed in your security plan. By working with the Bristol Police Department, who will review your special events and safety plan (if applicable), and following our recommendations, you will help ensure your event is a success.

Safety Plan

Events using or impacting public roadways will require a written Public Safety Plan to include:

- Name and phone number(s) of primary and secondary points of contact for the event.
- Map and list identifying the roads impacted.
- Plan for ingress and egress of vehicles and pedestrians.
- Parking accommodations.
- Security & traffic control plans and personnel.
- Identified or potential safety concerns.
- Notification of emergency personnel, ie: EMS, Fire Department, and Police.
- Notification plan for impacted residents and businesses.

General

The Bristol Police Chief and, if applicable, Traffic Division Commander will review the special event permit and Safety Plan to determine if your event will require any roadway closures and/or the need to hire private duty officers, police vehicles, and/or traffic maintenance technicians to provide roadway barricades and/or traffic cones for roadway safety, and general safety for event security for the special event.

If these services and/or equipment are determined to be required, the number of private duty officers, police vehicles, and/or traffic maintenance technician(s) and costs associated with these services will be provided to the applicant. The applicant is responsible for securing payment with the City for the required services in order for the special events permit to be approved. Failure to secure these services when required, will result in the event approval being revoked and the event canceled. The Chief of Police may require a Safety Plan for events not impacting or using roadways if such a plan is deemed necessary in their opinion.

Hire an Officer

To hire a police officer contact the BPD Scheduling Division at 860-584-3085 or visit our website at: [https://www.invoicecloud.com/portal/\(S\(ywdjn3v01pffjtmatnbxs1j2\)\)/2/cloudstore.aspx?cs=5F001C1C-2EAB-4C28-A4D1-8A764209CBA0&bg=29c4044f-365a-43ce-851a-4c6ea4b6590b&return=1](https://www.invoicecloud.com/portal/(S(ywdjn3v01pffjtmatnbxs1j2))/2/cloudstore.aspx?cs=5F001C1C-2EAB-4C28-A4D1-8A764209CBA0&bg=29c4044f-365a-43ce-851a-4c6ea4b6590b&return=1)

Rates*:

Police Regular Rate	With Cruiser	Police Holiday Rate	With Cruiser
4 Hours: \$331.25	\$431.25	\$441.69	\$541.69
8 Hours: \$662.50	\$862.50	\$883.38	\$1083.38

Traffic Technician Rate: \$ 54.90/Hour (**4-hour minimum**) \$73.20 Sundays and Holidays

Use of Truck Per Hour \$ 30.00

**Rates are subject to change and should be confirmed through the BPD scheduling office.*

Additional costs may apply for overages.

In the event hired BPD personnel must be canceled, the event organizer is responsible for notifying via phone contact, the scheduling division, a minimum of four hours prior to the start time.

Closed Road Race Course

There will be no "Closed Road Course" races on primary roadways within the City without special approval from the Director of Public Works and Police Chief or his designee.

Any special event on a State roadway will require an additional State permit, which will be applied for by the Traffic Commander.