



Joseph P. Ganim
Mayor

City of Bridgeport

DEPARTMENT OF PUBLIC FACILITIES

Department of Parks & Recreation

7 Quarry Rd, Trumbull, CT 06611
203-576-7233 (Phone)
203-576-7235 (Fax)
bridgeportct.gov/parksandrec

Permit Application

(NOT FOR ATHLETIC FIELD USE)

Luis Burgos
Director of Public Facilities
Aaron Curry
Deputy Director of Public Facilities
Jose C. Tiago
Deputy Director of Public Facilities
Bret Caulfield
Parks Superintendent and Tree Warden
Luann Conine
Recreation Superintendent

Please read the following and complete the application:

- All permit requests must be submitted 30 days prior to date of event.
- This application form is not a permit. The request will be reviewed by the Parks Department.
- The Parks Department will make every attempt to accommodate your request.
- Please provide ALL the information for your event. Incomplete applications will not be processed.
- Events with more than 50 people, will require Board of Park Commissioners approval.
- The City does NOT provide Porta-Johns.
- Completed applications MUST be submitted by email to: parkevents@bridgeportct.gov
- Parks hours of Operation are Monday to Sunday 8:00 AM to 8:00 PM.

Today's Date: _____

Organization (if applicable): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____ Fax: _____

Email: _____

Name of Park: _____ Specific Location: _____

Estimated People in Attendance: 0 – 50 51 & over (Please indicate estimate # _____)

Type of Event/Activity Planned: ***Will require a Police Detail. See Page 2.**

BBQ Community Outreach Concert Fair/Market

Parade Rally Run/Walk Wedding Ceremony/Photos

Other (specify): _____

Date(s) of Event: _____ Start Time(s): _____ End Time(s): _____

Day(s) of the Week: _____

Time for Event Setup: _____ Time for Event Clean up: _____

Person On-site Day of Event: _____ Cell: _____

Provide valid Email Address: _____

ADDITIONAL PARK EVENT PERMIT INFORMATION

Small Park Event permits do not guarantee a designated area of a park. Please be advised that Bridgeport parks are open to the public on a first-come and first serve basis, and visitors are encouraged to arrive to set up their area early and be courteous.

Larger Events are subject to approval by the Board of Park Commissioners during a scheduled meeting to be held on the 2nd Tuesday of every month. If required, you shall be notified by parkevents@bridgeportct.gov that your event will be placed on the agenda for review, date, time and Parks Board meeting location.

In the event the Board of Park Commissioners and/or the Department of Public Facilities, Parks and Recreation permits the sale or use of alcoholic beverages, the permittee shall take appropriate measures to obtain any other required permits that may be necessary and shall ensure that the dispensing of such beverages is adequately supervised in accordance with all applicable State law. The permittee accepts full responsibility for the dispensing of any permitted alcoholic beverages.

All fees are due and payable 2 weeks prior to the event.

Payment will be made by Credit Card or via Certified Check or Money Order made payable to the CITY OF BRIDGEPORT.

Additional fees may apply pending approval once submitted and reviewed by the City of Bridgeport, Parks and Recreation Dept. and/or the Board of Park Commissioners depending on your event.

*** For event with more than 50 attendees will need a Police detail. Call the Police Outside OT Office 203-576-7715.**

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" Date
 Name Signature

Standard Event Checklist

Please indicate whether the following items pertain to your event. If none applies, please check 'No'.

YES NO

Food Served. Source: Food Truck(s) or Caterer(s)/Vendor(s)Name:
Number of Food Truck:

\$75 Each food truck for Profit Events. \$25 Each food truck non-profit; due at time of processing permit to City of Bridgeport Parks Dept.

If yes, please contact Health Department 203-576-7474 (City of Bridgeport Public Health License is required)

YES NO

Are you having Vendor/Sponsor Booth(s), Exhibit Display(s), Table(s)? Specific numbers that apply:

YES NO • Please attach list of Vendors/Sponsors and contact information to this Application. Application is incomplete without the list of Vendors/Sponsors attached.

Are you using Canopy(ies), Tent(s) and/or Enclosures? If yes, dimensions:

Do you need Trash Receptacles? Specific number of:

Entertainment, please describe: PROVIDE DETAILS BELOW

YES NO

Are there any tickets, admission or other charges? Amount:

Will this event be advertised if approved? * Park Events cannot be advertised until **all** applicable approvals are processed and the final event permit is issued.

- Please attached statement describing all advertising / promotions for this event, include a copy of the promotional material to this application form.

YES NO

Electricity: **If available, please be advised there are additional costs.**

- Please indicate Electricity Start Time: End Time:

YES NO If Yes, how much electricity will be needed for this event:

Amplified Sound/DJ? If Yes, please indicate Start Time: End Time:

Please be advised Amplified Sound/DJs are not allowed in any Bridgeport Park without the review & approval of the Board of Park Commissioners.

The City of Bridgeport requests that there be no amplified sound on park property before 11:00 AM except for purposes of sound checking. Any Special Requests: Provide details below.

EVENT CONCESSION AND FOOD SERVING

The City of Bridgeport Health Department requires that all temporary events and temporary vendors be licensed prior to operation.

Concessions and Food Serving

Checklist:

Serving, seating protocols and any concessions/restaurant seating in compliant and consistent with

Encourage contact-less payment.

Utensils should be rolled or packaged.

To ensure safety, the event organizer must contact the Health Department if food is being prepared, sold, or distributed. Someone will be available Monday through Friday from 9am to 4pm except holidays.

Phone: 203-576-7474, **Fax:** 203-576-7793

Email: jennifer.jimenez@bridgeportct.gov or john.piazza@bridgeportct.gov

[Temporary Events Procedure. pdf \(bridgeportct.gov\)](#)