



# City of Bridgeport Special Event Permit Application

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

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Type of Event:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Church Event   | <input type="checkbox"/> Demonstrations/Protests | <input type="checkbox"/> Birthday Party |
| <input type="checkbox"/> Picnic/Cookout | <input type="checkbox"/> Parade/Festival         | <input type="checkbox"/> Block Party    |
| <input type="checkbox"/> Park Event *   | <input type="checkbox"/> Other                   |   |

**\*Park Permit Letter and form need to be included for Area Commander's signature.**

- Will alcoholic beverages be served? \_\_\_\_\_ (If yes, a copy of liquor permit must be provided to Special Event Office and Permits and Special Licensing Office.)
- Will the event use any public space? (sidewalk/street/park etc.) \_\_\_\_\_
- How many people are expected total? Min \_\_\_/Max \_\_\_/Last year \_\_\_/At one time \_\_\_\_\_
- Will a fire truck be able to get through? \_\_\_\_\_
- What is the occupancy limit for all buildings involved? \_\_\_\_\_
- Is this the first time you have applied for this event? \_\_\_\_\_
- Is this an annual event? \_\_\_\_\_ If yes, was it held last year? \_\_\_\_\_
- Is this a non-profit event? \_\_\_\_\_
- In the case of an emergency who is a second person we could contact in control of the event? Name/Cell Phone: \_\_\_\_\_

### Event Will Require:

- Barricades (Please see attached form)
- Street Closings
- \_\_\_\_\_
- Other
- \_\_\_\_\_
- \_\_\_\_\_

- All applications must be submitted at least **two** weeks prior to the scheduled event but no more than a month prior.
- A reasonable number of residents/business owners from the affected area will sign a form (provided) stating that they have been notified and do not object to the event.



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- The Commanding Officer of the precinct in which the event will be held must approve the permit application and a copy of that signed permit must be at the event. The rulings of the Commanding Officer are FINAL, there is no appeal process.
- Nothing in this procedure will alter or modify the existing policy if vendors are to be present.
- A determination will be made by the Commanding Officer as to whether and how many Officers must be hired for the event. The payment must be made to the **Outside Overtime Office** and receipt returned to permit office **at least 2 business days prior to the event** for the application to be approved.
- Noise levels will be kept to a minimum so as not to create a public disturbance. Noise Ordinance in the city do not require a specific time of day or night to be enforced.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### FOR OFFICE USE, ONLY

- The Bridgeport Fire Department **MUST** be notified of any street closures.
- Emergency vehicles, including police, fire and ambulance will be allowed to access the area in the event of an emergency.
- Street vending (selling) is **NOT** permitted without the proper permits.
- Barricade placements need to be coordinated with the Department of Public Works. (203)576-8225.
- NOISE LEVELS WILL BE KEPT AT A MINIMUM SO AS NOT TO CREATE A PUBLIC NUISANCE.**
- Security **MUST** be provided and should be coordinated with the Police Department Outside Overtime Office. (203)576-7715.
- Patrol Coverage:  
\_\_\_\_\_

**\*A COPY OF THIS APPLICATION MUST BE MAINTAINED AT THE EVENT.**

**PERMISSION CAN BE REVOKED FOR CAUSE AT ANY TIME.** The individual and/or organization receiving permission for the event assumes all inherent liability for non-compliance with the requirements listed above and for any negligence associated with conducting the event.

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
AREA COMMANDER

**\*IF YOU SHOULD HAVE VENDORS AT YOUR EVENT THEY MUST GO TO THE PERMITS AND SPECIAL LICENSING OFFICE FOR A VENDORS PERMIT OFFICE AT LEAST (2) WEEKS PRIOR TO EVENT FOR THEIR PERMIT. THERE WILL BE NO ACCEPTIONS.**