



Town of Vernon
14 Park Place
Vernon, CT 06066

MASS GATHERINGS PERMIT APPLICATION

The Town of Vernon recognizes the desirability of certain outdoor/indoor events, including exhibitions, festivals, music concerts, sporting events, and fairs, and hereby adopts this ordinance to protect the general welfare and promote public health and safety by addressing issues arising therefrom, such as traffic congestion, crowd control, health and sanitation, compliance with alcohol and drug laws and protection of public and private property.

This application is non-transferrable and must be submitted to and approved by the Chief of Police not less than 60 days before the proposed event. The Town shall have up to 15 days to review the permit. After this period, the permit shall be **a)** issued without restriction, **b)** issued with restrictions and/or conditions, or **c)** denied with a reason provided. If an application is filed with the Chief of Police less than 60 days in advance, then the Town reserves the right to limit or prohibit the event if the Town is not able to provide the resources necessary to ensure public safety.

The property owner of a location for an event is responsible for ensuring the proper permits are obtained.

Applicant Information			
Name of Organization			Date: _____
Name of Applicant	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Applicant's Address	Street Address		Apartment/Unit #
	City		State ZIP Code
	Phone	Email	
Website			

General Event Information

What type of event will be held? (i.e.: concert, sporting event, parade, run/walk, rally, carnival, wedding, picnic)

Is a Liquor Permit requested? Yes No

Event Details									
Event Date(s):	Rain Date (if any)				Anticipated Attendance #				
Hours of Event									
From	To	AM	PM	Are you the property owner of the event location?			YES	NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
Event set-up time				Event take-down time					
From	To	AM	PM	From	To	AM	PM		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Event Location Address:									

**** Please attach a site plan with this application**

Event Details (Continued)

APPLICANT: Indicate whether the following items pertain to the planned event.

POLICE/PUBLIC SAFETY	HEALTH DISTRICT	BUILDING, ZONING, FIRE MARSHAL
Will event generate pedestrian traffic? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will event provide food concession and/or onsite food preparation? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will canopies or tenting or portable structures, including bleachers or staging be used? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will event require parking? Onsite <input type="checkbox"/> Offsite <input type="checkbox"/>	Will food be cooked onsite? YES <input type="checkbox"/> NO <input type="checkbox"/>	Does the event require power? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will event require off-site parking? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Will event require road closure/detours? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Will there be any vending or promotional activity taking place at the event? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Disclaimers

ADDITIONAL PERMITS:

All components of this event are subject to the review and approval of Vernon's Police Chief or his designee. This event may require additional review and approval as well as permits from other town or state agencies. Approval by Vernon's Police Chief or designee does not constitute permission from all agencies. It is the responsibility of the applicant to secure all necessary permits from the Town and/or the State of Connecticut. The applicant understands there may be costs for additional required permits.

ADDITIONAL COSTS:

If Public Safety staff are assigned or required by the Town, the applicant understands that they are responsible for these costs.

INSURANCE REQUIREMENTS:(Town-owned facilities or Parks only)

The permittee shall furnish a Certificate of Insurance affording general liability coverage with limits of not less than \$1,000,000/per occurrence, protecting from and against bodily injury and property damage and affording coverage for the premises and completed operations liability. The General Liability coverage shall include the Town of Vernon, and if applicable the Vernon Board of Education, its directors, agents or employees as additional insureds and should include the additional insured endorsements. The Town Administrator reserves the right to require increased Liability coverage limits, dependent upon the size and scope of the facility used by the permittee and further reserves the right to waive the need for this insurance.

FEES: The Town of Vernon will determine total permit fees after application review by appropriate departments.

PERMIT PAYMENT: Please make check(s) payable to the Town of Vernon.

Affidavit of Applicant / Property Owner

The applicant has reviewed the fee structure attached to this application, and is aware that there may be additional fees associated with approval of this event.

All information stated on this application is correct to the best of my knowledge. By signing this document, I agree that I have read, understand, and agree to abide by rules, regulations, policies, and ordinances as described in this application as they pertain to the requested usage. This permit, if granted, is not transferrable and is revocable at any time at the discretion of the Town Administrator, or his designee. All programs and facilities owned by the Town of Vernon are open to regardless of race, color, religion, sex, national origin and age, mental or physical disability, or sexual orientation.

Signature of Applicant	Date _____
Signature of Property Owner <i>(if different than applicant)</i>	Date _____

The Town of Vernon reserves the right to amend this permit or the application process based on special or unique events and circumstances.

Penalties for Offenses

Any person, firm, corporation, property owner or partnership which violates any portion of this chapter or fails to obtain required approvals will be subject to a cease-and-desist order, will be required to pay any public costs and fees associated with police, fire, medical, health or Town services, and shall be fined \$250 per day, pursuant to Conn. Gen. Stat. Sec. 7-148 in addition to any penalties provided in Conn. Gen. Stat. Sec. 19a-442 . Each day that a violation continues constitutes a separate violation.

FEE STRUCTURE AND ASSOCIATED APPROVALS

FOR TOWN OF VERNON USE ONLY - Department Heads: Please indicate fees associated with your department, and sign

	<i>Place checkmark if application review is required by Department Head</i>	<i>Approval of Department Head Signature Required</i>	Department Fees	Date
Zoning			\$	
Building			\$	
Fire Marshal			\$	
Police			\$	
Fire			\$	
Ambulance			\$	
Public Works			\$	
Parks and Recreation			\$	
North Central Health District			\$	
Board of Education			\$	
Other _____			\$	

TOWN OF VERNON

OFFICE OF THE MAYOR

14 Park Place • Vernon, CT 06066
 Tel: (860) 870-3670 • Fax: (860) 870-3580
 www.Vernon-CT.gov



MASS GATHERING PERMIT FEE SCHEDULE

Valid July 1, 2020 – June 30, 2021

Daniel A. Champagne
 Mayor

Michael J. Purcaro
 Town Administrator

Dawn R. Maselek
 Assistant Town Administrator

APPLICATION FEE: \$50.00

DEPARTMENTAL FEES: As outlined below

DEPARTMENT	COVERS	FEE
Zoning	Zoning Permit - Review of site plan and signage associated with event	\$25.
Building	Building Permit	\$30/first \$1,000 of job cost \$20/each \$1,000 thereafter of the fair market value.
	Site Plan Review/Tents	Varies Visit 2018 Connecticut State Building Code - Chpt.31 Special Construction
	Electrical Permit	\$30/first \$1,000 of job cost \$20/for each \$1,000 thereafter of fair market value for generators or temporary electricity.
	Plumbing Permit	\$30/first \$1,000 of job cost \$20/for each \$1,000 thereafter of fair market value for gas piping/connections for temporary cooking appliances.
Fire Marshal	Safety inspection – <i>Specific for Mass Gathering event</i>	\$79.37/hr. - Minimum of two hours
Police	Private Duty – <i>Specific for Mass Gathering event</i>	\$112.75/hr. - Including Police Cruiser \$102.75/hr. - Excluding Police Cruiser
Emergency Medical Services	Ambulance and two (2) technicians – <i>Specific For Mass Gathering event</i>	\$100.00/hour
Fire	FEMA Personnel and Apparatus	Varies Visit FEMA Schedule of Equipment Rates
North Central District Health Department	Temporary events and Farmers' Markets	Varies Visit North Central Health District – See Temporary Events and Farmers Markets
Parks And Recreation	Labor <i>Non-government sponsored Mass Gathering event</i>	\$60.70/hr. per employee – Setup/clean up Varies - Visit Parks and Recreation Facility Rental
Public Works	Labor Trucks/Equipment and Materials	\$54.69/hr. per employee Varies - Visit FEMA Schedule of Equipment Rates <u>Small Equipment</u> \$2/day or \$6/week - 36" Standard traffic cones \$4/day or \$8/week - 48" Narrow traffic cones \$6.38/day or \$45/week - Concrete jersey barrier \$11/day or \$35/week - Barrel and base weight \$7.50/day or \$25/week - Saw horse barricade