APPLICATION FOR TEMPORARY SPECIAL EVENT
TOWN OF AVON
60 West Main Street, Avon, CT 06001
This application should be submitted to the Planning Department
at least 30 days prior to the proposed event.

We hereby request permission to hold the temporary special event described as follows:

Name/Type of Event: _____

Location of Event: _____

Date(s) of Event: _____ Hours: _____

Number of People Expected to Attend: _____

Sponsoring Organization: _____

Contact Person(s):   _____   _____
    Address: _____   _____
    Phone: _____   _____
    EMAIL: _____

Property Owner(s):   _____   _____
    Address: _____   _____
                   _____   _____
    Phone: _____   _____

Property Owner(s):   _____   _____
    Address: _____   _____
                   _____   _____
    Phone: _____   _____

If this is a consolidated property, the owners of ALL properties subject to the consolidated agreement must sign the application.

_____   _____
     Signature of Contact Person   Signature of Property Owner

_____   _____
     Signature of Contact Person   Signature of Property Owner

                                    _____
                                      Signature of Property Owner

Review By:	Approved	Approved w/Conditions	Denied	Date
___Zoning Enforcement	_____	_____	_____	_____
___FV Health District	_____	_____	_____	_____
___Fire Marshal	_____	_____	_____	_____
___Building Official	_____	_____	_____	_____
___Police Department	_____	_____	_____	_____

___Planning Department: This is event No. ____ held on this parcel this calendar year.

Permit Issued: _____ By: _____
                                                 Chief of Police

Special conditions are to be listed on the back of this form.

ADMINISTRATIVE POLICY FOR TEMPORARY SPECIAL EVENTS

1. A sponsor of a temporary special event may pick up an application from the Planning Department or print one from the website @ www.avonct.gov   The applicant is responsible for obtaining the signature of the record owner of property on which the event will be held. In the case of Town-owned property, the applicant would obtain the signature of the Town Manager.

2. The applicant is responsible for submitting the necessary plans and documents to the Planning Department, Health District, Fire Marshal, Building Official, and Police Department, in that order.

3. The applicant shall provide the required information to the Farmington Valley Health District, including a list of vendors. Individual food permits shall be obtained by each vendor, as required by the Connecticut Public Health Code. The Health District shall not issue any individual permits for events unless such request is accompanied by a general permit application for the event itself. This will ensure coordination between individual vendors and the main sponsor of the event.

4. The Fire Marshal shall review the submitted plot plan which depicts the proposed locations for all vendors, traffic circulation, and maintenance of fire lanes.

5. The Building Official shall review the plans and required permits for items under the purview of the State Building Code, such as tents and temporary electrical services.

6. The applicant shall review the proposed parking, traffic circulation, and traffic control with the Police Chief. The Police Chief shall review the plan, traffic safety issues, and then issue the permit. If deemed necessary, police personnel may be required during one or more days of the event. The Police Department shall inform all officers on duty as to the location of the special event to alert them to the fact that the event is ongoing. The Police shall keep one copy of the permit for their records and provide one copy to the Planning Department to be used to track the number of permits issued for each calendar year.

All applications should be submitted to the Planning Department at least 30 days prior to the proposed event to allow enough time for review by each Town Department and a permit to be issued by the Police Department.

FIRE MARSHAL⊘S REQUIREMENTS
FOR
OUTSIDE FESTIVALS AND BAZAARS

1. A detailed plan, drawn to scale, of the area being used showing the location of booths, platforms, stages, etc., shall be submitted to this office three (3) weeks prior to the event.

2. Adequate õFIRE LANESö shall be provided and maintained for access and use by Emergency Vehicles, (i.e., Fire and Police Departments and ambulance services).

3. All fire hydrants shall be kept FREE, CLEAR, AND UNOBSTRUCTED.

4. All tents and canvas type booths and/or coverings shall be FIRE RETARDANT and be ACCOMPANIED BY A CERTIFICATE STATING SAME.

5. Tall weeds and grass shall be CLEARED FROM THE LOT AREAS being used to a distance of THIRTY (30) FEET beyond the area being used.

6. ALL BOOTHS COOKING WITH STOVES, OVENS, DEEP FAT FRYERS, ETC., fueled by L.P. gas shall be of a type carrying a RECOGNIZED TESTING LABORATORY SEAL OF APPROVAL, and shall have its tank(s) secured by means sufficient to keep the tank(s) in position of use and prevent the tank(s) from being knocked over.

7. Booths that are using propane are limited to one (1) 100-pound cylinder or five (5) 20-pound cylinders per participant. If there is a need for more, you must contract a certified licensed gas dealer to install an approved manifold and written proof must be submitted one (1) month prior to the event.

8. Charcoal grills used for cooking shall be allowed only if the grill is enclosed by a perimeter wall with no fabric sides or top, which provides for protection of the public from burns and danger of knockovers.

9. Portable fire extinguishers of at least 10 pounds ABC shall be provided in each booth where cooking is taking place.

10. Fire protection shall be provided by the PROMOTER in numbers of personnel and types of equipment deemed necessary by the Fire Marshal.