

# Town of Fairfield Special Event Application

8/2005

Location of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Name of Event \_\_\_\_\_ Time \_\_\_\_\_

Organization/Group \_\_\_\_\_

Organization Address \_\_\_\_\_ Organization Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Contact Address \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of Spectators Expected \_\_\_\_\_

**\*\*\*Some events require additional permits. Please check off those that apply to your event, obtain the appropriate approvals or signatures and return the completed, signed copy to the Parks & Recreation Department.**

- \_\_\_\_\_ Alcoholic Beverages
- \_\_\_\_\_ Food
- \_\_\_\_\_ Amusement Rides
- \_\_\_\_\_ Games of Chance
- \_\_\_\_\_ Tents
- \_\_\_\_\_ Roadway Use
- \_\_\_\_\_ Crowd Control
- \_\_\_\_\_ Bonfires

Ffld. Police, Town Clerk and Fire Marshal  
Health Department  
CT. State Police and Fire Department  
Fairfield Police Department  
Building Department, Fire Department  
Fairfield Police Department  
Fairfield Police Department  
Health Dept. and Fire Marshal

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Office Use Only:**

Fairfield Police Dept. Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Fairfield Fire Dept. Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Fairfield Health Dept. Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Fairfield Building Dept. Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Ffld. Parks & Rec. Dept. Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

# BONFIRE APPLICATION PROCEDURE

1. Bonfires are permitted at Jennings Beach only. (Scout groups may receive permission for Lake Mohegan). Those wishing to have bonfires on private beaches need not go through the Parks & Recreation Dept. but must complete a Permit to Burn. See #4.
2. Visit the Parks & Recreation Dept. (75 Mill Plain Rd.) to inquire about an available date. This may also be done by phone but the office will not “pencil in” or reserve a date without an application.
3. Fill out the attached application with the appropriate date and bring, send or fax it to the Parks & Rec. Dept.
4. After receiving approval by letter from the Parks & Rec. Dept., take that letter and the application to the Health Dept. (John J. Sullivan Independence Hall-725 Old Post Rd. –1st Fl.) where they will begin a “**Permit to Burn**”.
5. Take that Permit to the Fire Marshal at the Fire Station on Reef Rd. Both these other Depts. will also sign the Special Events application.
6. Finally return this approved permit to the Parks & Rec. Dept to obtain a final signature on the Special Events Application.
7. Your Permit to Burn will give you specifics about setting the bonfire itself. You are asked to prepare your fire in the area close to the Volleyball nets at the farthest end of the beach.