



Stamford Recreation Services Permit Application

888 Washington Blvd, 1st Floor, Stamford, CT 06902
www.stamfordrecreation.com
Megan Gearhart: mgearhart@stamfordct.gov

Section I-Contact Information

1. Name of Organization: Chelsea Piers CT
2. Contact Person: David Flower
3. Mailing Address: 1 Blachley Road Stamford CT 06902
4. Phone: Home: (203) 692-5350 Cell Phone: (203) 692-5350
5. Email Address: dflower@chelseapiers.com

Section II-Permit Information

1. Application is for (check one): YOUTH: ADULT:
2. Sanctioned League Sanctioned Tournament One time Permit or For Profit/Corporate Tournament
3. Sanctioned League or Tournament must provide EIN NUMBER
4. Sport: Softball Baseball Soccer Cricket Football Tennis Basketball Other
5. Location requested: Cummins ... Date/Time Requested: Start: 09-12-2022 05:00 pm End: 11-12-2022 08:30 pm
6. Location: First choice Cummings park Second choice Kosciuszko Park Third choice Scalzi Park
7. Brief description: As discussed with Matt Quinones and Kevin Murray, we would like to use the field at Cummings park for soccer practices. Additionally we discussed bringing in portable electric lighting, so we would need a power source. We are happy to help with the marking of the field and would like to have goals and nets at the field.

Section III ** Requirements of Permitted Users

1. All trash must be bagged and removed at the end of games/tournaments. Signed at: 2022-09-12 13:18:07 (initial)
2. All participants must park in designated areas and not on grassy areas. Signed at: 2022-09-12 13:18:07 (initial)
3. You may be required to provide bathroom facilities. Signed at: 2022-09-12 13:18:08 (initial)
4. The use of amplified music will not be permitted. Signed at: 2022-09-12 13:18:08 (initial)
5. Applicant will provide all necessary equipment (balls, bats, bases, goals...etc). Signed at: 2022-09-12 13:18:08 (initial)
6. No structures of any kind are permitted (tents, inflatables, stages...etc). Signed at: 2022-09-12 13:18:08 (initial)
7. Tournament Insurance/Game Insurance is required for all applicants and must be presented to the Recreation Office before picking up the permit. Signed at: 2022-09-12 13:18:08 (initial) See back for specific requirements
8. The City of Stamford has the right to revoke this permit and prohibit future permits for violations. Signed at: 2022-09-12 13:18:08 (initial)

OFFICE USE ONLY:

Rental/Tournament Type	Fee	Amount Due
Sports Sticker	\$2 per sticker	
Field Rental	\$100 per game (max of 2 hours)	
Deposit for Tournament fee	\$150 non-refundable (applicable towards final fee due)	
Charity Tournament fee	\$100 per field/per day (Maximum of 8 hours)	
For profit/corporate tournament	\$300 per day/one field, \$150 per day/per field any additional fields.	
Lights	\$75 per day/one field, \$50 per day for additional fields.	
YOUTH Tournament	\$50 per day/one field Tournament	
Staff person to turn on/off lights	\$125 per day	
Field maintenance (A separate check must be made out to The City of Stamford for maintenance.)	\$80/\$160/\$220 (2 maintenance workers, 2 hours min .for 1 fields, 4 hour min. for 2-3, 6 hour min. for 3 or more)	
Total Amount Paid:		

Stamford Recreation Services Permit Application

1. The applicant must confine sports activities to the locations and times specified on the permit.
2. Pamphlets, handbills, or advertising material of any kind may not be posted on Stamford property.
3. The applicant must have in his/her possession a permit on-site. The City of Stamford has Parks Police and supervisory staff that will remove groups from fields without a permit.
4. Tournaments: All tournament applicants must complete the following for approval to host a tournament on City of Stamford fields:
 - A. Submit an application requesting to host the tournament and to get placed on the Park and Recreation Internal Committee agenda. Applications will be accepted on a first come first serve basis; however, the City reserves the right to limit the number of tournaments by any one organization to ensure field allocation equity.
 - B. Tournaments are required to pay a tournament fee and any other fee's associated (field maintenance, lights, staff, etc.). Tournament payment is due 5 business days prior to the event. If payment is not received NO permit will be issued and the event approval will be rescinded.
 - C. Lights must be requested at least 7 days prior to the tournament/permit date. Lights will be non-refundable and only if staff is available.
 - D. All tournament/permits must get insurance (see #5 below)
 - E. Tournament/ Permit applications will be accepted no earlier than January 2 for the upcoming year. All applications must be submitted 90 days in advance of the event.
 - F. If food will be on-site, a Health Dept permit must be obtained (see #6 below)
5. The applicant is liable for all damages and injuries to property and person that may occur or be caused by the use of this permit and/or caused by the applicant, its employees, members, volunteers, participants, officers, and agents in or about the permitted location. By accepting the permit, the applicant agrees to indemnify and hold harmless the City, its employees, members, officers, and agents against and from any and all claims arising from the applicant's use of the permit or from the conduct of the applicant's business or from any activity, work or other things done, permitted or suffered by applicant, its employees, members, volunteers, participants, officers, and agents in or about the permitted location.*A Certificate of Insurance naming the City of Stamford, their employees, officers, agents, and anyone affiliated with the City of Stamford as additional insured in the amount of \$1 million (\$1,000,000) in general liability insurance is required. For more information, please contact the Risk Manager at (203) 977-4083.
6. The applicant agrees to contact the Stamford Health Department if any food and/or beverage will be sold at the tournament/event. A signed permit from the Stamford Health Department will be required prior to receiving the field permit. For more information, please contact the Stamford Health Department at (203) 977-5652.
7. The permit is revocable at any time at the discretion of the Recreation Services Division or Parks Department. Reasons may include but are not limited to providing false information on the permit, failure to adhere to the rules of the City of Stamford, and failure to meet the conditions of the permit.
8. Inclement Weather: The rental fee will not be refunded due to inclement weather. You will have the option of rescheduling your event date but it is dependent upon site availability. To reschedule an event, you must bring your original permit to the Recreation Department within five (5) business days of your original reservation date.

Rental/Tournament Fees:

- Field Rental - \$100 per game (max of 2 hours)
- Charity Tournament fee - \$100 per field/per day
- For-profit/corporate tournament - \$300 per day/one field, \$150 per day/per field any additional fields.
- Lights - \$75per day/one field, \$50 per day for additional fields.
- Youth Tournament - \$50 per day/one field Tournament fee.
- Staff person to turn on/off lights - \$125 per day.
- Field maintenance - \$80/\$160/\$220 (2 maintenance workers, 2 hours min for 1 field, 4-hour min. for 2-3, 6-hour min. for 3 or more)

All fees are due 5 business days prior to the event. (See 4B above).

Field Maintenance fees starting January 1, 2022, will be collected by Recreation Services Department. Payments can be made in full online using MasterCard or Visa.

Applications must be received 90 days prior to the event.

For any questions, contact Megan Gearhart at MGearhart@StamfordCT.gov or 203-977-5221.



City of Stamford-Recreation Services Terms of Agreement/Waiver:

As the applicant, I hereby certify that the information provided is true, complete and accurate to the best of my knowledge. I agree to follow the City of Stamford rules and regulations. I understand that failure to do so will lead to the revocation of the permit, the denial of other legal actions by the City of Stamford.

The applicant acknowledges that it is aware that in response to the Covid-19 pandemic, the State of Connecticut has promulgated rules regarding the reopening of athletic and recreational fields and facilities and regarding the conduct of recreational and sporting events which must be adhered to in order to protect public health and safety. The applicant acknowledges that it has reviewed all applicable Sector Rules for Reopening, Executive Orders of the Governor, and any other applicable State agency guidelines, and the applicant specifically agrees that it is responsible for complying with, and that it will comply with, and abide by all of the foregoing rules and orders for all of said league's/organization's recreational and sporting events that take place on City of Stamford or Board of Education fields or facilities.

The applicant shall release the City of Stamford and the Board of Education from any liability arising from any alleged failure to comply with or abide by any Covid-19 pandemic Sector Rules for Reopening, Executive Orders of the Governor, and any other applicable State agency guidelines. In addition, the applicant shall indemnify and hold the City of Stamford and the Board of Education harmless from any and all claims of injury or illness arising from an alleged failure to comply with any Covid-19 pandemic Sector Rules for Reopening, Executive Orders of the Governor, and any other applicable State agency guidelines.

I have received, read and will abide by all the rules and/or policies for use of City of Stamford facilities.


Organization Name or Team Name: Chelsea Piers CT

David Flower

09-12-2022

Applicant Name

Date

 Signed at:
2022-09-12 13:18:09

09-12-2022

Applicant Signature

Date

Director of Operations

Superintendent of Recreation

Parks Department Supervisor



Print Form

Reset Form

CITY OF STAMFORD
Cashiering & Permitting Division
888 Washington Boulevard, Stamford, CT 06901
(203) 977-4692 (203) 977-4979

Authorized to go to
P & R Internal Committee

C&P: _____

Date: _____

APPLICATION FOR SPECIAL EVENTS

Initial application should be submitted 60 days prior to Special Event.
Completed application - with payment - should be submitted to Cashiering & Permitting
AT LEAST 30 Days prior to said Event

Date of Application

Date of Event

Event Category:	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Parade/Procession
	<input type="checkbox"/> Wedding	<input type="checkbox"/> Exhibit/Special Attraction	<input checked="" type="checkbox"/> Athletic/Recreational
	<input type="checkbox"/> Walk-a-thon	<input type="checkbox"/> Flag Raising	<input type="checkbox"/> Other

Organization

Home Number

Contact Person

Work Number

Address

Cell Number

City State Zip Code

email

Location of event

Event Title

Describe in detail activities planned

Describe all City services needed for this event (electricity, dumpsters, parking, etc./REQUIRES ADDITIONAL COSTS)

Attendance: Total Adults Children

Set-up starts @ Clean-Up ends @

Event Start Time Event End Time

Has this event been held before? If yes, please provide significant details:

Yes No

Yes NO Is the applicant a non profit entity? If yes, provide current tax exemption certificate.

Yes No Are you requesting a donation? How much: \$ (Admission Fee not allowed - Donations Only.)

Yes No Are you erecting a tent? **Additional permit from Building Dept. & Fire Marshall is required**

Yes No Are you serving food? **Additional permit from Health Dept. is required - No sale of food and/or merchandise allowed in Parks.**

Yes No Are you serving beer? Cans only and/or Keg Permit required \$

Yes No Will there be any use of City Streets or Side Walks necessary? **Street Use Permit is Required**

Yes No Will your event require a City dumpster? (Cost: \$70.00 dumpster fee + \$40.00/hr. labor - 4 hr. minimum)

Yes No Will your event require electricity? (Cost: \$52.42/hr. - 4 hour min.)

Yes No Have you made provision for on-site security? **Police may be required**

Yes No Have you made any provision for on-site medical services?

If yes, explain

* Cleanup Fee - If a city facility is left untidy there will be a fee imposed - \$160 labor - Checks made out to the City of Stamford. The Applicant cannot receive future permits until fines have been paid.

* Violation of city ordinance or park regulations will result in denial of future special events permits/fines.

1. **If the Special Event is to be held in a City Park, the approval of the PARKS & RECREATION INTERNAL COMMITTEE is required before any additional steps are completed.**
2. **If food is going to be served, a HEALTH DEPARTMENT signature is required.**
3. **If Showmobile/Stage is required, additional labor and rental fees are required.**
4. **If a Special Event requires use of the Pavilion, a separate Pavilion RESERVATION is necessary. Additional fees must be paid.**
5. **Certificate of insurance is required. See attached.**
6. **There is NO amplified sound allowed in City Parks.**
7. **No Commercial Events/Activity.**

Signatures Required before Permit is Approved:

To hold a Special Event in a City Park, the approval of the PARKS & RECREATION INTERNAL COMMITTEE is required first. To get on the agenda for the next Committee meeting, a request letter outlining the event and the Special Event Application are required to be submitted to the Cashiering & Permitting Division.

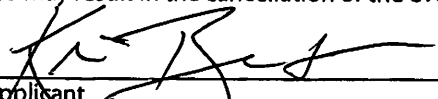
You must submit this application to the Parks & Recreation staff for approval. If this application is rejected by staff, it may be appealed to the Parks & Recreation Commission. If approved, you need to collect all the remaining signatures on the Special Event Application and return it to the Cashiering & Permitting Division at least 30 days before the event. Payment of all permit fees is required when the application is submitted to the office.

<input type="checkbox"/> PARKS & RECREATION COMMISSION:		Chairman	Date	<input type="text"/>
<input type="checkbox"/> RECREATION SERVICES:		Laurie Albano (1st Floor) 203-977-4690	Date	<input type="text"/>
<input type="checkbox"/> TRAFFIC ENGINEER:		Mani Poola (7th Floor) 203-977-4237	Date	<input type="text"/>
<input type="checkbox"/> POLICE DEPT/AUXILIARY SVCS:		Extra-Duty Police Detail @ Police Dept. 203-977-4425	Date	<input type="text"/>
<input type="checkbox"/> FIRE MARSHALL		Charles Spaulding (7th Floor) 203-977-4786	Date	<input type="text"/>
<input type="checkbox"/> BUILDING DEPARTMENT:		Robert Demarco (7th Floor) 203-977-5700	Date	<input type="text"/>
<input type="checkbox"/> RISK MANAGER		Ann Marie Mones (10th Floor) 203-977-4083	Date	<input type="text"/>
<input type="checkbox"/> PARK FACILITIES	Costs	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> SOLID WASTE DEPT	Costs	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> HEALTH DEPARTMENT		Dan Colleluori 203-977-4117	Date	<input type="text"/>
<input type="checkbox"/> DIRECTOR of OPERATIONS		Eden Huang (8th Floor) 203-977-4228	Date	<input type="text"/>
<input type="checkbox"/> TRAFFIC ADVISORY COMMITTEE		Ernie Orgera (10th Floor) 203-977-4141	Date	<input type="text"/>
		Chairman		

- * Permit does NOT include guaranteed use of any ball fields in parks nor does it waive unauthorized vehicles from restricted areas.
- * City Parking Permits (Beach Stickers) are required from May 1st through September 30th, at Cove Island, Cummings Park, West Beach and South Field Park. One day parking permits are available for purchase if event is within this time frame.
- * Area MUST be left clean, and garbage disposed of by group using facility.
- * Services provided by the City MUST BE PAID IN ADVANCE by the applicant to the individual Departments.
- * Approved permit MUST be available at event to be shown to any City of Stamford official.
- * Special Event application fee is \$

Must be signed by responsible officer of organization/company. If other than an individual applicant. Signature represents that the group will adhere to all Federal, State, and Local Laws, Rules, and Policies.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the rules and regulations of the City of Stamford. I understand that failure to do so may result in the cancellation of the event, the denial of future permits, plus any other legal action deemed appropriate.


 Applicant _____ Date
 Kevin Burton, Athletic Director, Chelsea Piers

_____ Date
 Cashiering & Permitting

PLEASE SUBMIT COMPLETED APPLICATION WITH PAYMENT TO C&P FOR FINAL APPROVAL. UPON PAYMENT, A RECEIPT AND OFFICIAL SPECIAL EVENT PERMIT WILL BE ISSUED. COPY OF THIS APPLICATION IS NOT PROOF OF PERMISSION TO HOLD YOUR EVENT.