

**CP-23-63**

Special Events &amp; Film Applications/Permits

**Status:** Active**Date Created:** Feb 23, 2023**Applicant**

Hsi Cheng  
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Apt312  
LIC, NY 11101  
9176020986

**Primary Location**

0 Cove Island Park COVE ROAD  
Stamford, CT 06902

**Owner:**

CITY OF STAMFORD  
888 WASHINGTON BLVD STAMFORD, CT 06901-2930

**Cashiering & Permitting****What type of service are you in need of today?**

Film Permit

Please be sure and review the **Film Permit Guide**  
(<https://www.choosestamford.com/home/showpublisheddocument/13261/637750792168730000>)  
prior to starting the application process.

**Will you be using a City Park for your event?**

Yes

**Please be advised, you are not allowed to charge admission fees for an event at a city park.****Will this event occur solely in a city park or will it extend past city park limits?**

This event will occur solely in a city park. There is no intent for the participants of this event to leave the park and re-enter.

Please be sure that the location you are hoping to reserve is available by going to the Cities **Park Permit Calendar**  
(<https://register.capturepoint.com/reg/pubcal.cfm?a=1265>).

**Will this event be held on a weekend?**

Yes

Please read the entire **City of Stamford Vending Ordinance**  
([https://library.municode.com/ct/stamford/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH179PESTVESO](https://library.municode.com/ct/stamford/codes/code_of_ordinances?nodeId=COOR_CH179PESTVESO)) prior to the completion of the application. Use the "Vending Ordinance" link above to view the city charter related to vending.

You must also complete the **State of Connecticut Criminal History Record Request Form** ([https://portal.ct.gov/-/media/DESPP/files/dps-0846-c\\_criminal\\_history\\_record\\_request\\_form\\_rev\\_12-01-17.pdf](https://portal.ct.gov/-/media/DESPP/files/dps-0846-c_criminal_history_record_request_form_rev_12-01-17.pdf)), CT Only Criminal Conviction History Record Search (\$75.00), as part of the vending permit process. Use the "Criminal History Record" link above to access the form. Once you receive the record, please upload to the attachments on this application.

**Film Permit Start Date:**

03/18/2023

**Film Permit End Date:**

03/18/2023

**Set Up Time**

1hr

**Break Down Time**

1hr

**Event Start Time**

10am

**Event End Time**

10pm

**Please select a city park.**

Cove Island Park

**Description of Event:**

Student film

**Is your organization a non-profit with the ability to attach proof such as your 501(c)3 documentation?**

No

ATTENTION: Chestnut Hill Park & Hunt (Courtland) Park both have a limited capacity of 75 participants.

**Number of Participants (including children):**

10

**Contact Person (if different from applicant):**

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**Local Business Name & Address:**

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**Is this a corporate or company hosted event?**

No

**Phone Number (if different from applicants):**

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**Secondary Phone Number (back up contact):**

2032736537

**Will there be catered food at this event?**

No

**Have you ever had a permit revoked?**

No

You are required to verify that you will have a CPR certified person with your group. Please be prepared to attached said documents prior to submitting this form.

**Type of production?**

Industrial/Documentary

**Please describe the overall premise of the intended production:**

Beach

**Will Animals be used in this production?**

No

**Will you be using the city street or sidewalk?**

No

**Will you be erecting a tent/stadium seating/stage?**

No

You will need an **Obstruction Permit** (<https://stamfordct.viewpointcloud.com/categories/1084/record-types/6456>) in order to be granted a special event/film permit. Please complete your obstruction permit following the submission of this special event/film permit application.

Please provide your vehicle plate number for temporary access from Cove Bridge to Pavilion for drop off and pick up.

**Vehicle Color**

In order to vend in the downtown special district, you will need a special permit from DSSD. Click link to **Contact DSSD**. (<http://stamford-downtown.com/about/contact/>)

**Will there be swimming at this event?**

No

You will be required to attach verification of your lifeguard certified staff member prior to having your event approved.

You will need a **State Special Permit** (<https://portal.ct.gov/DOT/Commissions/STC/Special-Event-Permit-for-Highways>) in order to be granted a special event/film permit. Please review the link about to follow the process of securing a state special permit. For further assistance, you can contact the Traffic Engineering Department at (203) 977-5466.

**Vehicle Make**

Volkswagon

**Vehicle Model**

Gti

**Vehicle Plate Number & State**

White

CT/ BB 71836

**Please provide your EIN or Tax ID if applicable**

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**Will this event be promoted on social media and any other forms of media?**

No

**Will you be requesting the use of a pavilion?**

No

**I understand that all payments are non-refundable.**

**Will you require the use of a metered parking spot(s)?**

No

You will need an **Parking Meter Permit**

(<https://stamfordct.seamlessdocs.com/f/zb33f6eok3ri>) in order to be granted a special event/film permit. Please complete your obstruction permit following the submission of this special event/film permit application. Do note that Parking Meter Fees are determined by the

**Board of Representatives.**

([http://www.boardofreps.org/Data/Sites/43/userfiles/committees/transportation/items/2018/t30028\\_r3979\\_190603.pdf](http://www.boardofreps.org/Data/Sites/43/userfiles/committees/transportation/items/2018/t30028_r3979_190603.pdf))

**City Services Needed:**

The items below may be available for a fee on the date(s) of your event. Please be aware that there are costs associated with these services. Please check the boxes of the services you will be in need of below:

**Showmobile/Stage/Rack Truck**

No

**PA System**

No

**Bus Parking (non-school)**

No

**Parks Maintenance**

No

**Electricity**

No

**Dumpsters/Trash Toters**

No, I do not need a Dumpster

**Podium**

No

**School Bus Parking (non SPS)**

No

**Custodial Services**

No

**Barriers to Close Off Roads**

No

**Traffic Engineering Event Staffing**

**Select First Employee**

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**Number of Hours Worked (1st):**

--

**Date projected to work (1st):**

--

**Select Second Employee**

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**Number of Hours Worked (2nd):**

--

**Date projected to work (2nd):**

--

**Select Third Employee**

--

**Number of Hours Worked (3rd)**

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**Date projected to work (3rd):**

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COVE ISLAND PARK

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**Applicant Adherence to Terms and Conditions**

Please review the rules below. By checking the box you are agreeing to the rules of all city parks and facilities. Failure to obey these rule result in penalty and potential citations.

1. Make loud or disrupting noises, including amplified music.
2. Serve or consume intoxicating or alcoholic beverages except beer.
3. Use glass bottles or containers of any kind.
4. Light fires except in picnic grills or fireplaces placed by the city.
5. Refrain from using gas or propane grills.
6. Refrain from using moon-walks or inflatables.
7. Park in designated area between May 1st and September 30th without a valid parking sticker. Permits are required at Cove Island, Cummings, West Beach, Southfield, Newman Mills/Riverbank, and Dorothy Heroy Park(s).
8. Refrain from use of generators. *Additional permit required*
9. Refrain from possessing alcohol, including beer, after 9:00pm.
10. Avoid wanton damage or removal of lawns, trees, shrubs, flowers, benches, bleachers, drinking fountains, or any other property or equipment.
11. Discard paper, trash, rubbish, glass, crockery, or metal, only in containers provided by the City for such purposes, and do not discard household debris at any time.
12. Do not have an unleashed animal except in a vehicle.
13. Refrain from peddling or selling goods, merchandise and food without a City License and Office of Operations permit.
14. Refrain from holding mass meetings or public assemblies except with a City Permit.
15. Do not drive a vehicle at speeds over 15 miles per hour or to park such vehicles except in areas designated for such purposes.
16. Refrain from washing or repairing vehicles in the park.
17. Do not play ball or organized games except in areas plainly designated for such activity.
18. Do not bathe or swim in restricted areas.
19. Refrain from posting signs on tress or other park property.
20. Do not disobey posted signs or warnings.
21. Do not drive or chip golf balls in a park.
22. Do not hunt, trap, or pursue wildlife at any time on public park land.
23. Refrain from consuming food or beverages on artificial turf.

**I acknowledge that I have read and agree that I will follow the rules and ordinances of the City of Stamford. I understand that failure to do so may result in unfavorable action.**

Hsi Cheng  
02/22/2023

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**Additional Services/Fees**

**Facilities Supervisor (hours)**

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**Electrician (Hours)**

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**Facilities Head Custodian (Hours)**

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**Custodian (Hours)**

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**Parks Foreman (Hours)**

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**Landscape Specialist (Hours)**

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**Parks Maintenance Worker (Hours)**

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**Parks Maintenance Seasonal (Hours)**

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**Number of Meter Bags:**

--

**Location of Meter Bags:**

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**Will meters be used more than one day?**

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**Meter Numbers**

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**Date for Parks and Recreation Commission Meeting**

Your event will be scheduled for a P&RC meeting. The purpose of the meeting is to ensure that all requirements have been met up to this point. You can expect to receive confirmation of your required attendance at the scheduled meeting via email or this permitting portal. This meeting occurs monthly on the 3rd Wednesday of the month. Link to Agendas online:

**Date of P&RC Scheduled Meeting**  
03/15/2023


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### Film Permit Details:

1. Check if your project is eligible. You'll need a permit if any of the following applies to your project:  
Traffic will be interrupted on the City streets. Pedestrian traffic will be interrupted on sidewalks. A tripod or dolly is used on sidewalks, streets or alleys. A generator is used on a sidewalk, street or alley. Filming or photography will take place in a moving vehicle on a street or down an alley. Filming or photography takes place on public property. Public parking will be impacted.
2. Make sure you have time to apply. To avoid late fees, apply at least 30 days before your planned project dates.
3. Make sure you have your payment ready. You'll need to enter your credit/debit card or e-check information to pay the non-refundable \$25 application fee. We accept Visa or MasterCard for online payments. Please keep in mind that other fees might apply if additional services are required such as sanitation, snowmobile, generator power, clean up, police, etc.
4. Create a site map. If you're done with all your planning, create a site map of each filming location. If you need more time to plan the remaining details, don't worry. Whenever you are ready, your site map should include: Names of all surrounding streets. One-way streets. Parking restrictions and/or controls (parking, meters, peak hour restrictions, etc. Use of bus zones. Hooding of parking meters, or use of no-parking barricades in non-metered areas (indicate with an "x"). Location(s) of camera(s). Street closures or intermittent traffic control. Sidewalk closures or intermittent pedestrian control. Truck and crew parking. Base camp. Catering location(s). Direction of moving vehicles for driving shots. Indicated location of generator. Portable bathrooms.

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### Attachments

 Coi.pdf  
Uploaded by Hsi Cheng on Mar 2, 2023 at 3:30 pm



IMG\_0301-e1538669261574.jpeg  
Uploaded by Hsi Cheng on Feb 23, 2023 at 3:58 pm










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### History

Date	Activity
Feb 22, 2023 at 1:51 pm	Hsi Cheng started a draft of Record CP-23-63
Feb 23, 2023 at 3:59 pm	Hsi Cheng submitted Record CP-23-63
Feb 23, 2023 at 3:59 pm	approval step Cashiering and Permitting was assigned to Gloria Maria Montoya on Record CP-23-63
Feb 23, 2023 at 3:59 pm	changed the deadline to Feb 26, 2023 on approval step Cashiering and Permitting on Record CP-23-63
Mar 3, 2023 at 9:05 am	Gloria Maria Montoya approved approval step Cashiering and Permitting on Record CP-23-63
Mar 3, 2023 at 9:05 am	approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-63
Mar 3, 2023 at 9:05 am	changed the deadline to Mar 06, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-63
Mar 3, 2023 at 10:04 am	Lesley Capp approved approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-63
Mar 3, 2023 at 10:04 am	approval step Parks and Recreation Commission Approval was assigned to Lesley Capp on Record CP-23-63
Mar 3, 2023 at 10:04 am	changed the deadline to Mar 28, 2023 on approval step Parks and Recreation Commission Approval on Record CP-23-63
Mar 3, 2023 at 10:04 am	Lesley Capp changed Date of P&RC Scheduled Meeting from "" to "03/15/2023" on Record CP-23-63

Date	Activity
Mar 3, 2023 at 12:22 pm	Kim Gerbert altered approval step Engineering, changed status from Inactive to Skipped on Record CP-23-63
Mar 3, 2023 at 2:04 pm	Daniela Castrillon changed Film Permit Start Date: from "03/25/2023" to "03/18/2023" on Record CP-23-63
Mar 3, 2023 at 2:05 pm	Daniela Castrillon changed Film Permit End Date: from "03/25/2023" to "03/18/2023" on Record CP-23-63

### Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Cashiering and Permitting	Complete	Feb 23, 2023 at 3:59 pm	Mar 3, 2023 at 9:05 am	Gloria Maria Montoya	02/26/2023
 Parks and Recreation Commission Review and Scheduling	Complete	Mar 3, 2023 at 9:05 am	Mar 3, 2023 at 10:04 am	Lesley Capp	03/06/2023
Engineering	Skipped	-	Mar 3, 2023 at 12:22 pm	-	-
 Parks and Recreation Commission Approval	Active	Mar 3, 2023 at 10:04 am	-	Lesley Capp	03/28/2023
 Risk Manager	Inactive	-	-	-	-
 Parks and Recreation	Inactive	-	-	-	-
 Police Department/Auxiliary Services	Inactive	-	-	-	-
 Director of Operations	Inactive	-	-	-	-
 Custom Payment	Inactive	-	-	-	-
 Permit Issuance	Inactive	-	-	-	-



SCHOOFV-01

NGOETTELMANN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/2/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> <b>SCS Agency, Inc.</b> 1981 Marcus Avenue Suite 125 Lake Success, NY 11042	<b>CONTACT NAME:</b> Dawn Kimball <b>PHONE (A/C, No, Ext):</b> (516) 726-2655 <b>FAX (A/C, No):</b> (516) 829-5857 <b>E-MAIL ADDRESS:</b> dkimball@scsai.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A :</b> Hartford Fire Insurance Co. <span style="float: right;"><b>19682</b></span>	
<b>INSURER B :</b> Hartford Casualty Ins Co. <span style="float: right;"><b>29424</b></span>	
<b>INSURER C :</b>	
<b>INSURER D :</b>	
<b>INSURER E :</b>	
<b>INSURER F :</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Independent Contract</b>			12UUNBI0136	8/31/2022	8/31/2023	EACH OCCURRENCE	\$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 300,000	
			MED EXP (Any one person)				\$ 10,000	
			PERSONAL & ADV INJURY				\$ 1,000,000	
			GENERAL AGGREGATE				\$ 2,000,000	
			PRODUCTS - COMP/OP AGG				\$ 2,000,000	
		<b>LIQUOR LIABILITY</b>	\$ 1,000,000					
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			12HHUNV4422	8/31/2022	8/31/2023	COMBINED SINGLE LIMIT (Ea accident)	\$
			BODILY INJURY (Per person)				\$	
			BODILY INJURY (Per accident)				\$	
			PROPERTY DAMAGE (Per accident)				\$	
			\$				\$	
	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>						EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
							\$	\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Shoot Date: 3/18/2023.

Shoot Location: (Cove Island) 363 Weed Avenue, Stamford, CT 06902.

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Stamford, its officers, agents, and employees 888 Washington Boulevard Stamford, CT 06901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

