



CP-23-396

Special Events & Film
Applications/Permits

Status: Active

Submitted On: 10/24/2023

Primary Location

0 Cove Island Park COVE ROAD
Stamford, CT 06902

Owner

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

Applicant

Jenna Karpowich

203-406-3302

jkarpowich@soundwaters.org

1281 Cove Rd
Stamford, CT 06902

Cashiering & Permitting

What type of service are you in need of today?*

Special Events

Please select an event category *

Athletic/Recreation

Is this a new event? *

Yes

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**.

Event Date *

02/11/2024

Will this event be held on a weekend?*

Yes

Special Event Set Up Start Date: *

02/11/2024

Special Event Set Up End Date:*

02/11/2024

Set Up Time* ?

10:00am

Break Down Time* ?

1:00pm

Event Start Time* ?

12:00pm

Event End Time* ?

1:00pm

Please select a city park.* ?

Cove Island Park

Name of Event or Vendor* ?

SoundWaters Polar Plunge

Description of Event:* ?

The SoundWaters Polar Plunge will be an awareness-builder and fundraiser for SoundWaters. Plungers will each pay a \$30 registration fee. Additional fundraising is not required, but plungers will be encouraged to raise additional funds by requesting sponsorships through their personal network with fundraising awards as incentives. We are planning to make the SoundWaters Polar Plunge an annual event and project 100-300 plungers in the first year. Certified lifeguards and EMS will be on-site.

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

Yes

Number of Participants (including children): * ?

200

Contact Person (if different from applicant):

Local Business Name & Address:

SoundWaters, 1281 Cove Rd, Stamford, CT 06902


Is this a corporate or company hosted event?*

No

Phone Number (if different from applicants):

Secondary Phone Number (back up contact):*

203 323 1978

Will beer be served?* 

No

Will there be catered food at this event?

Yes

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.

Will there be swimming at this event?*

No

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

Vehicle Make*

N/A

Vehicle Model*

N/A

Vehicle Color*

N/A

Vehicle Plate Number & State*

N/A

Please provide your EIN or Tax ID if applicable

***-**-3947

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

Yes

If Yes, please describe how, where, and when*

This event will be promoted on all SoundWaters social platforms leading up to the event (Instagram, Facebook, LinkedIn).

Will you be requesting the use of a pavilion? 

No

Do you plan to use owned or rented equipment during the event?*

No

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

No

I understand that all payments are non-refundable. *



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:

Electricity 

No

Dumpsters/Trash Toters 

No, I do not need a Dumpster

Showmobile/Stage/Rack Truck 

No

Podium 

No

PA System 

No

School Bus Parking (non SPS) 

No

Bus Parking (non-school) ?

No

Custodial Services ?

No

Parks Maintenance ?

No

Barriers to Close Off Roads ?

No

Traffic Engineering Event Staffing

🔒 Select First Employee

—

🔒 Number of Hours Worked (1st):

—

🔒 Date projected to work (1st):

—

🔒 Select Second Employee

🔒 Number of Hours Worked (2nd):

—

🔒 Date projected to work (2nd):

—

🔒 Select Third Employee

🔒 Number of Hours Worked (3rd)

—

🔒 Date projected to work (3rd):

—

Additional Cove Vehicle

🔒 Vehicle Make

🔒 Vehicle Model

 Vehicle Color

 Vehicle Plate & State

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.*

Jenna Karpowich
Oct 24, 2023

Additional Services/Fees

Facilities Supervisor (hours)

—

Electrician (Hours)

—

Facilities Head Custodian (Hours)

—

Custodian (Hours)

—

Parks Foreman (Hours)

—

Landscape Specialist (Hours)

—

Parks Maintenance Worker (Hours)

—

Parks Maintenance Seasonal (Hours)

—

Number of Meter Bags:

—

Location of Meter Bags:

Will meters be used more than one day?

—

Meter Numbers




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

—

Attachments

	Certificate of Insurance 22-23 all lines - City of StamfordStamford Board of Education.pdf Uploaded by Jenna Karpowich on Oct 24, 2023 at 11:46 AM	REQUIRED
	Please upload a strip map or drawing describing plan/event SoundWaters Polar Plunge23 - event detail.pdf Uploaded by Jenna Karpowich on Oct 24, 2023 at 11:48 AM	REQUIRED
	501 (c) 3 Tax Exemption Form 501(c)3 Certificate.pdf Uploaded by Jenna Karpowich on Oct 24, 2023 at 11:49 AM	REQUIRED

History

Date	Activity
10/24/2023, 11:20:29 AM	Jenna Karpowich started a draft of Record CP-23-396
10/24/2023, 11:50:11 AM	Jenna Karpowich submitted Record CP-23-396

Date	Activity
10/24/2023, 11:50:12 AM	approval step Cashiering and Permitting was assigned to Delphine Wilkinson on Record CP-23-396
10/24/2023, 11:50:12 AM	changed the deadline to Oct 27, 2023 on approval step Cashiering and Permitting on Record CP-23-396
10/26/2023, 1:29:39 PM	Delphine Wilkinson assigned approval step Cashiering and Permitting to Kim Gerbert on Record CP-23-396
10/30/2023, 8:12:11 AM	Kim Gerbert approved approval step Cashiering and Permitting on Record CP-23-396
10/30/2023, 8:12:12 AM	approval step Internal Parks and Recreation Approval was assigned to Margarita Arenas on Record CP-23-396
10/30/2023, 8:12:12 AM	changed the deadline to Nov 04, 2023 on approval step Internal Parks and Recreation Approval on Record CP-23-396
10/31/2023, 9:12:35 AM	Margarita Arenas waived approval step Internal Parks and Recreation Approval on Record CP-23-396
10/31/2023, 9:12:36 AM	approval step Parks and Recreation Commission Review and Scheduling was assigned to Lesley Capp on Record CP-23-396
10/31/2023, 9:12:36 AM	changed the deadline to Nov 03, 2023 on approval step Parks and Recreation Commission Review and Scheduling on Record CP-23-396

Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Cashiering and Permitting	10/24/2023, 11:50:12 AM	10/30/2023, 8:12:11 AM	Kim Gerbert	10/26/2023
✓ Internal Parks and Recreation Approval	10/30/2023, 8:12:12 AM	10/31/2023, 9:12:35 AM	Margarita Arenas	11/3/2023
✓ Parks and Recreation Commission Review and Scheduling	10/31/2023, 9:12:36 AM	-	Lesley Capp	11/2/2023
✓ Recreation Services	-	-	-	-
✓ Health Department	-	-	-	-
✓ Risk Manager	-	-	-	-
✓ Parks and Recreation	-	-	-	-

Label	Activated	Completed	Assignee	Due Date
✓ Fire Marshal	-	-	-	-
✓ Police Department/Extra Duty	-	-	-	-
✓ Director of Operations	-	-	-	-
✓ Parks and Recreation Commission Approval	-	-	-	-
✓ Police Department/Use of Parks	-	-	-	-
💰 Custom Payment	-	-	Jenna Karpowich	-
📄 Permit Issuance	-	-	-	-