



CITY OF NEW HAVEN- DEPT. PUBLIC WORKS
34 MIDDLETOWN AVENUE
NEW HAVEN, CT 06513
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Jeffrey Pescosolido
 Director

Permit & License Center - Contractors Division
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Toni N. Harp
 Mayor

Special Event Application

<input type="checkbox"/> Amusement/Entertainment	<input type="checkbox"/> Parade/Procession
<input type="checkbox"/> Bicycling Event	<input type="checkbox"/> Church Services
<input type="checkbox"/> Block Party	<input type="checkbox"/> Demonstration
<input type="checkbox"/> Road Race/Walk	<input type="checkbox"/> Other: _____

Applicant Name: _____ Date: ____/____/20__

Organization Name: _____

Address: _____
Street Address City/State/Zip

Phone Number: ____-____-____ Email: _____

Location: _____
If multiple locations, please attach list

Event Name: _____

Description : _____

Event Date(s) : _____

Rain Date: _____ **If rained out and no rain date was provided, another application and review fee will be required.*

Set Up: ____:____ AM/PM Break Down: ____:____ AM/PM

Start Time: ____:____ AM/PM End Time: ____:____ AM/PM

Est. Number of Attendees: _____ Ward(s) # _____

Fees: EFFECTIVE JULY 1, 2018

Parades/Processions/Street Closures- \$25.00 Per Intersection Closure
**This includes Rolling Closures # of Intersections: _____*

Outdoor Market(s)- \$25.00 Per Location

Amusement/Block Party/Festival- \$50 Per Day
**New Haven Residents hosting Block Parties on the Street in which they reside are free! (ID Required for Address Verification)*

Church Services/Prayer Vigils - \$25.00 Per day

(For Official Use Only)

Permit Fee: \$ _____

Cash

Check # _____

Credit Card
(VISA, MasterCard)

Street or Sidewalk Closure

Attach a detailed map or plan of the locations showing where activities will take place or route. ***This is a requirement for all applications.**

<u>Sidewalk</u>	YES	NO
Will this event take place on the city sidewalk?		
If yes,		
Will this event interfere with or interrupt pedestrian traffic?		
<u>Street/Roadway</u>	YES	NO
Will this event take place on the city street/roadway?		
If yes,		
Will this event interfere with or interrupt vehicular traffic?		
Will this event require a street closure? *Require Petition		
Will this event require a rolling closure?		
Will the event go against the flow of traffic?		

Please note:

If you wish to close a Major Arterial, you may require Board of Alder approval.

If your route or event is extensive you may be required to attend a Logistics Meeting to finalize details with various depts.

Food

	YES	NO
Will this event be serving food?		
If yes,		
H Will the food be bought pre-packaged?		
H Will the food be served by a prepaid Caterer?		
H V Will the Caterer be charging for food during event?		
H Will the food be cooked on site?		
H Will the food provided be from a Potluck?		
H V Will the food be provided by Food Truck Vendors, or Food Carts?		

Effective March 1st 2018:

*It is the Event Organizers responsibility to apply for any Street Vendors they invite to participate in their event. (apply for a **Vending Umbrella License**)*

To request an application or list of currently licensed vendors

Contact: Permit & License Center - Vending Division

Contact:

(H) Health Dept. - 203-946-8174, 54 Meadow Street, New Haven, CT

(V) Permit & License Center – Vendors Division – 203-946-8388, 200 Orange Street, Room 501

Misc.

	YES	NO
Will the event have a tent larger than 900 sq. feet? (if yes, a Building Permit is required)		
Will the event begin and/or end at a park? (if yes, contact the Parks Dept. for a permit) If yes, Name of Park: _____		
Will the event involve music or amplified speakers? <i>The City of New Haven requires that noise levels not exceed 55 decibels between 7:00 AM and 10:00 PM in a residential or commercial zone. Note: The City of New Haven requests that there be no amplified sound on park property before 11:00 AM except for purposes of sound checking.</i>		
Will the event require the use of generators/electrical supply? (if yes, an Electrical Permit is required)		
Will Port-o-lets be provided? If yes, indicate below company providing units: Company Name: _____ How Many? _____		
