



City of Hartford Event Application



Applicant: _____ Date of Application: _____

Sponsoring Organization: _____ Date(s) of Event: _____

Name of Event: _____ Type of Event: _____

Address: _____ City/ST/Zip: _____

Event Coordinator[^]: _____ Cell Phone[^]: _____

[^]this will be the official and emergency contact leading up to the event, during the event and should we need to follow up after the event

Event Coordinator Email: _____ Total number of attendees expected per day: _____

Event location: Ely Park Parade Other: _____ Street Closures Requested NO YES

List streets requested for closure and provide map of area: _____

City Services Requested: Electric[^] Water Sound Restrooms Seating Police Trash
[^]\$25 deposit for use of electric. Will be returned upon return of key. Barricades # _____ Other _____

Will there be rides NO YES Mechanical # _____ Inflatables # _____ Animal Rides

Will there be animals other than support animals or animal rides: NO YES If yes, please describe: _____

Attach a description of the event including a day-by-day outline of all activities including requested City services and festival/parade/concert/event specifics: _____

Will there be vendors[^]: NO YES Food/Drink* Craft Non-Profit Profit Entertainment Other
[^]No alcohol or cannabis allowed at Ely Park *Food vendors must comply with all applicable local/State Health Department application & licensing requirements

Number of Vendors[^]: # ___ Food/Drink # ___ Craft # ___ Non-Profit # ___ Profit # ___ Entertainment # ___ Other
[^]City of Hartford vendor fees are not applicable during approved festivals

Will there be tents/shelters: NO YES ___ Number Will vehicles park in Ely Park: NO YES

Will there be overnight vendor camping in Ely Park? NO YES Number: _____

AUTHORIZATION & AFFIDAVIT OF APPLICANT I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event, and I understand that this application is made subject to the rules and regulation established by the City Council. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Hartford.

Signature of Applicant

Date

Please attach a copy of the event coordinator's driver's license _____ Attached

Electric Fee Collected ___ NO ___ YES \$ ___ By/Date: _____/_____

Approval for use of the parks shall be granted if all the following conditions are satisfied:

1. The City Council or City Manager find that the park is large enough for the anticipated crowd as described in the application;
2. The purpose and proposed activity of the applicant will not disturb the peace of the persons in the area surrounding the park; and
3. Reasonable provisions have been made for oversight and management of the gathering.



EVENTS – Persons, clubs, organizations, associations or any specific groups expecting to attract more than 20 but less than 100 people

- Any person, assembly or group, desiring use of a park, shall make application with the City Manager.
- All approvals shall require the user to clean up the area occupied after the event is over, and all applications for use must give the name, address and phone number of person responsible for the cleanup.

FESTIVALS/CONCERTS/PARADE- Persons, clubs, organizations, or any specific groups expecting to attract more than 100 people

- Any person, assembly or group, desiring use of a park, shall make application with the City Council.
- All approvals shall require the user to provide proof of insurance as outlined above, plan for trash remediation, parking management, crisis management including first aid, clean-up of the area occupied after the event is over, and all applications for use must give the name, address and phone number of person responsible for the event.
- Proof of Insurance: Please provide proof of insurance showing the following limits for all events with more than 100 participants and naming the City of Hartford as an additional insured
 - **General Liability** - \$1,000,000 per occurrence for bodily injury, personal injury, and property damage, and an aggregate limit of \$1,000,000
 - **Products Liability or Completed Operations Aggregate**- \$1,000,000 per occurrence for property damage or injury due to your product or completed service and an aggregate limit of \$1,000,000
 - **Medical Expense**- \$5,000 per any one person
 - **Bodily Injury Liability** (if the event involves motor vehicles or mechanized equipment) - \$1,000,000 per occurrence for bodily injury and/or personal injury and/or property damage

Ely Park Rules

ELY PARK HOURS - 6:00 A.M. - 10:00 P.M.

No person shall use or enter a park during hours when park is posted as being closed without prior authorization from the City.

EXCLUSIVE USE OF ELY PARK PROHIBITED - Under no circumstances shall any group be granted exclusive use of the park and no permit-fee shall exclude the public from using the park. The granting of a permit does give priority to the group in the use of the shelter and electric at Ely Park.

WILLFULLY ABUSING CITY PROPERTY OR EQUIPMENT - No person shall mark, deface, disfigure, injure, displace or remove any monument, table, bench, equipment, railing, pavement, public utility, structure or other City of Hartford property. The individual or sponsoring organization is responsible for the site and all features throughout the duration of the event. Any/all damage to City property may result in fees, fines and/or damages being charged to the individual and/or sponsoring organization signing the event agreement.

NO SHOVING, CROWDING or ROUGH PLAY - No person is allowed to intentionally shove, jostle or crowd another person in any public park or playground. No person is allowed to throw any ball or other object in such manner as to unreasonably annoy or endanger other persons in any public park or playground. No one is allowed to engage in any rough or violent play in any public park or playground.

GARBAGE AND RUBBISH RECEPTACLES - No person shall throw, place, deposit or leave any garbage, rubbish, glass, cans, containers, papers or other waste in any public park or playground, except in containers provided by the City or event organizers for that purpose. Excess waste from a specific event needs to be removed by the event organizer responsible for the event. Waste material, other than those resulting from use of the park, may not be deposited in park receptacles. Large amounts of waste from the event must be removed and disposed of by those responsible for holding the event.

RESTROOM CLEANING & UPKEEP - Any applicant using the Park for an event will be responsible for maintaining the restrooms in a clean and sanitary condition during and after the event, festival, parade or concert.

WATER POLLUTION - No person shall throw, discharge, or otherwise place in the water of any fountain, stream, storm sewer, manhole, drain or other body of water in or adjacent to any park; any substance, liquid or solid, as it may result in water pollution or a creation of hazard to the health and safety of our community.

NO DIGGING - No person shall dig, excavate or cause a disturbance of the earth, lawn or dirt other than to safely secure tents or rides with prior approval, including metal detecting.

VEHICLES - No person may drive, operate or park a vehicle within in any public park or playground except upon a street, path, drive or parking area which is marked and designated for the use of vehicles without prior approval from the City.

NO CANNABIS OR ALCOHOL - No person may consume cannabis or alcohol in any public park or playground in the City of Hartford.