

**TOWN OF ELLINGTON, CONNECTICUT
OFFICE of FIRST SELECTMAN**

55 MAIN STREET, P.O. BOX 187, ELLINGTON, CT 06029
Tel: (860) 870-3100 Fax: (860) 870-3102

**NOTICE OF PROPOSED
OUTSIDE PUBLIC ASSEMBLY**

Form.015 (3/16)

INSTRUCTIONS: This Notice should be filed with the First Selectman at least fourteen (14) days prior to the event so that it may be reviewed by the First Selectman and then distributed to the Dept. of Town Fire Marshal, Public Works Department and Resident State Police Office. The information will be evaluated by them and distributed to the several additional town departments and agencies as necessary. You may then be contacted by one or more of those offices and/or agencies for additional information and/or with specific concerns and requirements.

Exact and Specific Location of Event:	Premises Phone:
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Sponsoring Organization:	Organization Phone:
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Chairman: Name:	Address:	E-Mail:
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Home Phone:	Work Phone:	Cell Phone:
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Contact Person: Name:	Address:	E-Mail:
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Home Phone:	Work Phone:	Cell Phone:
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Description of Event:

Schedule:	Dates:	Times:

Explain any "Rain Date" Arrangements:

Calculations for Estimating Attendance:	Sponsoring Members : _____	Vendors: _____	Exhibitors: _____	Other Workers: _____
	Patrons / Guests :	Any Other Expected Attendees:	Total Anticipated :	

Is this event to be advertised to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be an admission fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this proposed event to be held upon single, 2-family or "Townhouse style" residential property? <input type="checkbox"/> Yes <input type="checkbox"/> No	A diagram or Plot Plan would be helpful. Are you submitting a plan with this Notice? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Anticipated use of utilities and other service functions (*Specific requirements may be applicable for those service functions you anticipate*):

<input type="checkbox"/> Stage / Bandstand	<input type="checkbox"/> Existing On-Site Electricity	<input type="checkbox"/> Motorized Vendor	<input type="checkbox"/> Bonfire; Campfire
<input type="checkbox"/> Reviewing Stand	<input type="checkbox"/> Suspended Temp. Lighting	<input type="checkbox"/> Propane Gas	<input type="checkbox"/> Ceremonial Fire
<input type="checkbox"/> Grandstand / Bleacher Seating	<input type="checkbox"/> Fuel Storage	<input type="checkbox"/> Application for State / Town Street Closure	<input type="checkbox"/> Any Open Flame, e.g. Candles
<input type="checkbox"/> Tent / Canopy / Awning	<input type="checkbox"/> Flammable Liquids, Other	<input type="checkbox"/> Dumpster(s)	<input type="checkbox"/> Crafter Exhibit with Open Flame Device
<input type="checkbox"/> Other Seating (Explain): _____			
<input type="checkbox"/> Cooking Equipment (Explain): _____			
<input type="checkbox"/> Portable or Chassis Mounted Electric Generator (Specify Fuel Type): <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel <input type="checkbox"/> Liquid Propane Gas <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Other Service Functions: _____			

Proposed Parking Facilities:

Explain how parking will be regulated:

The Connecticut State Fire Prevention Code and two ordinances regulate outside areas of public assembly in the interest of public safety within the Town of Ellington. One ordinance becomes operative when one hundred (100) people or more are anticipated and the second ordinance also becomes operative when that number exceeds two hundred fifty (250) people. The second ordinance requires sixty days notice in the filing of an application for a Town of Ellington license. Copies of both ordinances may be obtained at the First Selectman's Office.

Person Submitting Notice: Printed Name:	Signature:	Date:
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FOR OFFICE USE ONLY:

Date Received: _____ First Selectman's Office	Distribution: <input type="checkbox"/> Fire Marshal <input type="checkbox"/> State Police <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
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