

# Newtown Parks and Recreation Special Event or Tournament Request: Surcharge Groups

All requests must be submitted to the Parks and Recreation office 30 days before event for Commission approval. Please include both pages of the forms below with your request.

The Special Event or Tournament Fee is \$200.00 for a single day per field, \$400.00 for up to 3 days per fields, 4-6 days is \$600.00 per field and beyond 6 days or more is \$800.00 per field. No tournaments are to be longer than 10 days. Please make check payable to "Newtown Parks and Recreation". Payment is expected when application is made.

Organization Name: \_\_\_\_\_

Organization Contacts:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Signature of the Organizations President: \_\_\_\_\_

Date(s) of Event or Tournament: \_\_\_\_\_

Field(s)/Location of Event or Tournament \_\_\_\_\_

Duration of Event or Tournament: (Date and Time) \_\_\_\_\_

Will field lights be required? Yes / No Will you be supplying Porta Johns? Yes/ No

If yes, how many? \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Will you be supplying a dumpster: Yes / No Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Will you be reserving the pavilion? Yes / No

If yes, you will need to contact the Parks & Recreation Department at (203) 270-4340 for pavilion rental forms.

Will you be setting up tents? Yes / No Sizes: \_\_\_\_\_

If yes, you will need to contact Lynn at the Building Department (203) 270-4260 for permit. Exceptions for permits - under 350 sq. feet or under 900 sq. feet if there are no cooking appliances and there are fewer than 50 people at the event. If you are unsure please contact the Building Department. Will you be requesting a food truck? Yes/No

Will you be serving/selling food? Yes / No Will you be requesting a food truck? Yes/No

If yes, you will need to contact Suzette at the Health Department at (203) 270-4291 for a permit or you can go online to [www.newtown-ct.gov](http://www.newtown-ct.gov) and complete a Temporary Event Application. If you event is held at Treadwell Park no food will be allowed to be sold when the concession stand is open.

\*\*\*\*\*Tents and/or Food set up may **not** be set up on parking lot or asphalt. \*\*\*\*\*

Estimated Attendance: \_\_\_\_\_

Upon review of the Chief of Police, any Special Event or Tournament may require a police officer be present. **Sec. 7-284. Police protection at places of amusement.** Please contact the Newtown Police Dept. Sergeant Chapman to see if a police presence is required.

**It is mandatory to have recycling at all tournaments. To obtain the information for recycle bins and the recycling program provided by the town of Newtown contact Arlene Miles 203-270-4301 or e-mail: [Arlene.miles@newtown-ct.gov](mailto:Arlene.miles@newtown-ct.gov)**

Please make sure Newtown Parks and Recreation has a current copy of your organizations insurance on file.

Failure to adhere to Special Events or Tournament policy will result in the imposition of fines as outlined in the Field Use Agreement.

For office use only.

\_\_\_\_\_ Health Permit                      \_\_\_\_\_ Insurance Certificate

\_\_\_\_\_ Building Permit

Police Officer Required \_\_\_\_\_ Yes      \_\_\_\_\_ No

Special Event/Tournament approved by: \_\_\_\_\_