

SPECIAL EVENT LICENSE  
*[250 or more in attendance]*

Applicant CHECKLIST:

\_\_\_\_\_ Application Form *[Application must be received 60 days prior to event –Sec. 17-4, C]*

\_\_\_\_\_ Plot Plan or Sketch of Facilities [17-5, C]

\_\_\_\_\_ Outside Public Assembly Form

\_\_\_\_\_ Sworn Statement that applicant is responsible for the holding, operation and conduct of the proposed special event. [Sec. 17-6, B]

\_\_\_\_\_ \$100 Issuance Fee [Sec. 17-6, C]

\_\_\_\_\_ Police Protection Expenses/Contingency Fund [Sec. 17-8, B]

\_\_\_\_\_ Public Notice Fee [Sec. 17-4, D]

\_\_\_\_\_ Indemnity Bond and/or Performance Bond in favor of the Town of Ellington conditioned upon saving harmless from the Town of Ellington from any and all liabilities. [Sec. 17-8, C]

\_\_\_\_\_ Liability Insurance - \$1,000,000 [Sec. 17-8, D]

\_\_\_\_\_ Compliance with Zoning Regulation [Sec. 17-5, A-7] (Property is not in violation of Town Zoning Regulations)