

INSTRUCTIONS: This Notice must 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 Fire Marshal's Office, Public Works Department and Resident State Police. The information will be evaluated by them and distributed to the several town 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.

General Location Of Event:		Phone:
Sponsoring Organization:		Organization Phone:
Chairman Of Event:	Home Phone:	Work Phone:

Address Of Chairman:

Description Of Event:

Exact And Specific Location Of Event:

Schedule:	Dates:	Times:

Explain any "Rain Date" Arrangements:

Calculations For Estimating Attendance: Sponsoring Members : _____ Vendors: _____ Exhibitors: _____ Other Workers Including Volunteers: _____

Patrons / Guests : Any Other Expected Attendees: **Total Anticipated :**

Anticipated use of utilities and other service functions*:

<input type="checkbox"/> Propane gas	<input type="checkbox"/> Existing On-Site Electricity	<input type="checkbox"/> Bonfire, Campfire, Ceremonial Fire
<input type="checkbox"/> Stage / Bandstand	<input type="checkbox"/> Grandstand / Bleacher Seating	<input type="checkbox"/> Mechanical Attractions/Rides
<input type="checkbox"/> Motorized Vendor	<input type="checkbox"/> Flammable Liquids/Fuels	<input type="checkbox"/> Other Organizations Will Be Participating On Their Own
<input type="checkbox"/> Tent / Canopy / Awning	<input type="checkbox"/> Crafter Exhibit with Open Flame Device	<input type="checkbox"/> Application For Street Closure

Other Seating or Viewing Arrangements (Explain):

Cooking Equipment (Explain):

Portable Or Chassis Mounted Electric Generator (Specify Fuel Type): Gasoline Diesel Liquid Propane Gas Other

Other Service Functions:

**Specific Requirements May Be Applicable For Those Service Functions You Anticipate.*

Explain Proposed Parking Facilities:

Explain How Parking Will Be Regulated:

Two ordinances regulate outside areas of public assembly in the interest of public safety within the Town of Ellington. One ordinance becomes operative when fifty (50) 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 permit. Copies of both ordinances may be obtained at the First Selectman's Office.

Form: 015	Printed Name of Person Submitting Notice:	Signature:	Date:
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For Office Use Only:

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