

TIMELINE & FEES

✓ 4+ MONTHS IN ADVANCE OF EVENT

- ☐ Submit Special Event Proposal Form to Recreation Department

- ☐ Schedule a pre-application meeting

✓ 3 MONTHS IN ADVANCE OF EVENT

- ☐ Submit Application, Fee, Certificate of Insurance, Endorsement, & Preliminary Event Layout Map

✓ 1 MONTH IN ADVANCE OF EVENT

- ☐ If using vendors, submit: Vendor Hold Harmless, Vendor Insurance, Agreements, Certificate of Insurance, and Endorsements

- ☐ Submit final event layout map

✓ PERMIT ISSUED

Fees based on time in advance of event date;

3+ months - \$200

1+ months < 3 months - \$275

< 1 month - \$350

Land Use Fee Per Day - \$425

Prices reflect 2025 fees and are subject to change.

Additional fees may apply.

Proposal forms for special events in the next calendar year will be accepted beginning November 1 of the present year.

Proposals will enter the review process in the beginning of the year. If approved, sponsoring organization will be contacted to set up a meeting to review the entire application process.



ADDITIONAL INFORMATION



Once all required documents and fees have been submitted, the Director of Parks and Recreation and Superintendent of Recreation will issue the permit.

Joseph A. Siciliano, Director Susan M. Snyder, Assistant Director Susan M. Snyder, Recreation Superintendent Susan M. Snyder, Manager & Facility Superintendent Dr. Gregory T. Krasner, Parks & Trees Superintendent Steve Diaz, Golf Course Operations Manager		Administration: 203-622-7814 Recreation: 203-622-7848 Marine & Facility Operations: 203-622-7871 Parks & Trees: 203-622-7824 Cynthia E. Hanna Golf Course Information Program: 203-231-7200 203-622-7836
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SPECIAL EVENT PERMIT	
The Town of Greenwich reserves the right to cancel any event that is sanctioned by the Department of Parks and Recreation, for reasons that may warrant cancellation, such as weather, police coverage or other emergency situations. Permission is hereby granted as follows:	
Organization Name:	
Location:	
Purpose:	
Dates & Times:	
Setup Time:	
Clean up Time:	
Date Permit Issued:	
Comments:	If this event requires police coverage, it is the responsibility of the permit holder or organization to ensure they have appropriate police coverage as outlined in their application. Follow up with Bill Paul the Greenwich Police side job coordinator at 203-622-8078 one week in advance of the special event.
Susan M. Snyder Superintendent of Recreation	Joseph A. Siciliano Director of Parks and Recreation

If you are unsure if your event or gathering is considered a special event, or for questions or additional information throughout the application process please contact the Department of Parks & Recreation.

Andrew Karen
Recreation Supervisor
203-622-7821

Town of Greenwich
Department of Parks & Recreation
101 Field Point Road
Greenwich, CT 06836



SPECIAL EVENT PERMIT PROCESS REFERENCE GUIDE

A special event is any gathering or event that takes place on property owned and managed by the Town including, but not limited to parks, public parking lots, Board of Education property, or any Town operated road or sidewalk.



Our team is committed to working with sponsoring organizations to ensure a streamlined process and positive experience for all, whether a school fundraiser or a larger production.

We welcome all types of special events that have direct ties to the Greenwich community, or are sponsored by a Greenwich based organization.

INSURANCE REQUIREMENTS

Certificate of Insurance

The organization sponsoring the event must procure and maintain, at its sole cost and expense, comprehensive general liability insurance with combined single limits coverages of **\$1 million per occurrence** and **\$3 million in the general aggregate** through a Certificate of Insurance (COI).

If alcoholic beverages will be served, an additional \$3 million excess liability is needed. This is also shown on the COI.

Endorsement Page

The sponsoring organization must supply a separate Endorsement Page or Letter which includes the following:

- Policy Number as seen on the COI
- The event name and date of the event
- The Town of Greenwich (101 Field Point Road, Greenwich, CT 06836) as additional insured.
- If the event is taking place at a Board of Education site (school grounds), the Greenwich Board of Education (290 Greenwich Avenue, Greenwich, CT 06836) must also be listed as additional insured.

VENDOR REQUIREMENTS

A vendor is anyone who will be providing a product or service at the event. This includes, but is not limited to, entertainment, bounce houses, face painters, DJ's, amusement rides, rental of tables, chairs, tents, port-a-johns, dumpsters, staging, sound equipment, and race timing companies.

All vendors participating at the event must provide coverage of at least **\$1 million per occurrence** and **\$3 million in the general aggregate** through a Certificate of Insurance (COI) and provide a separate Endorsement Page.

- All vendors will also be required to sign a Vendor Hold Harmless and Vendor Insurance Agreement which will be provided to them by the sponsoring organization.
- If a business or organization is attending the event for “information purposes” and will not be providing a product or service, only a Vendor Hold Harmless is required.



Food Vendor Requirements

Food Trucks that are approved as Itinerant Food Vendors by the Town of Greenwich Health Department are required to sign a Vendor Hold Harmless.

For all other food vendors, please contact the Health Department for additional requirements.

OTHER REQUIREMENTS

Compliance with Town Ordinances

The applicant shall comply with all applicable Town ordinances, codes, conditions, and requirements.

Other Town Departments

Based on the nature of your proposal, you will be required to visit other Town Departments (Greenwich Emergency Medical Services, Police, Fire, Parking Services, Health Department, etc.). Each department may have additional requirements, fees, or permits that will be needed before the final special event permit is issued.

Additional Fees

The applicant accepts the responsibility for all rental fees, as well as all charges that may be assessed for repair or replacement of Town facilities or property that is damaged or destroyed during the duration of the event, including set up and break down periods.

- **Compensation for Town Staffing (Billable Labor):** Each department may require personnel to be on site during the day(s) of the event and during the set-up and clean-up for the event. These hours will be charged as billable labor to the sponsoring organization by each department.
- **Use of Town Equipment:** The Town has a limited supply of items such as traffic barriers, cones, garbage and recycling bins, and riser platforms available for use as covered by the application fee.