



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

Tel: (860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | www.colchesterct.gov

To: Large Event Users of the Town Green, RecPlex or Ruby Cohen Park
From: Parks & Recreation
Date: December 23, 2015
Re: Scheduling of Large Special Events

Please complete the attached Application for Use of Recreation Facilities form to request your dates and times for 2016 green or parks usage and return it to Parks and Recreation by **January 23, 2016**. On the reservation form, include all parts of the green needed (such as the baseball field area and gazebo), fields and all other details for your event. If you are requesting that a banner be hung prior to your event, please make this request on page 2 of the form. Banners are only allowed 2 weeks prior to your event.

When you return your request, please check off and include the following:

- Application for Use of Recreation Facilities
- Special Event Information Form
- Indemnification and Release Form
- Appropriate Fees - The fee per day charge shall include set up and break down dates, event dates and rain dates on weekends. Please see the fee policy below which was approved by the BOS and Recreation Commission in May of 2013. Payment in full secures your date.
- Tent Regulations (if applicable)
- Certificate of Liability Insurance
- Temporary Food Permit (if applicable)

Special Event Permit Fees:

Town Green:

Fri. - Sun.: \$50/day non-refundable fee for event day, setup, breakdown and **rain dates**.

Mon. - Thu.: \$50/day non-refundable fee for event day, setup and breakdown. Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

Ruby Cohen Park:

\$50/day/event (including setup, breakdown and rain dates)

Recreation Complex:

\$50/day per field for event day, setup, breakdown and rain dates.

\$25/day per field for each of the following time blocks:

7a.m. – 12 p.m.

12p.m. – 5p.m.

5 p.m. – Closing

Let me know if you have any other questions.

Thank you!

Cheryl Preston

Cheryl (Hancin) Preston
Recreation Manager



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(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov

Application for Use of Recreation Facilities

Type of User: ___ Individual ___ Non-Profit ___ Business
Type of Event: ___ Facility Rental ___ Sports League ___ Special Event

Name of Organization: _____
Organization Address: _____
City, State, Zip: _____
Phone (Day): _____ **Phone (Evening):** _____
Email: _____

Contact Person: _____
Mailing Address: _____
City, State, Zip: _____
Phone (Day): _____ **Phone (Evening):** _____
Email: _____

Site Supervisor: _____
Mailing Address: _____
City, State, Zip: _____
Phone (Day): _____ **Phone (Evening):** _____
Email: _____

***Note:** Site supervisor **MUST** be on site during the entire reservation, with a copy of the approved permit, and is responsible for the facility and all attendants. If multiple supervisors will be used, a complete schedule of supervisors must accompany the usage schedule.*

Please complete facility request details on reverse side.

For Office Use Only: Date Received _____ By: _____

Request Use of (Check all areas requested):

Colchester Recreation Complex

R1* R5 R5 infield R5 *outfield area
 R2* R6 Sports Field Lighting (where avail.)
 R3* R7
 R4 R8
 Picnic Pavilion: (4hr blocks: 9-1pm, 1-5pm, 5-9pm) *Fee for usage
 Other: _____ * Sports Field Lighting available

Town Green (If your event is large, it is best to select all spaces below.)

Gazebo Softball Field Entire Green Banner (up to 2 weeks before event – fee \$25/wk)
 Electricity needed?

Ruby & Elizabeth Cohen Woodlands (specify areas to be used)

Purpose/Event: _____ **Estimated Attendance per Day:** _____

Equipment/Set-Up Requirements: _____ **Total Attendance:** _____

Event Dates Requested: (include rain date, set-up and breakdown dates; fees will be assessed for each day of use, attach detailed schedule if needed): _____

Event Times (each day): _____

Additional Required Documents	Individual Rentals	Group Rentals	Sports League Field Use	Special Event Permit
Indemnification & Release	X	X	X	X
Insurance Certificate		X	X	X
List of Officers/Contacts			X	
List of Coaches/Contacts			X	
Schedules (if not indicated above)			X	
Charter/Bylaws			X	
Departmental Approval Form				X
Public Information Form				X
Special Event Info Form				X
Special Event Sign Off Sheet				X

I, on behalf of all groups and users that I represent, have read, understand and will abide by all appropriate rules and policies regarding use of the facilities, and realize that the permit will not be issued or valid without submittal of all required documents and fees.

Signature _____

Date _____

TOWN OF COLCHESTER PARKS AND RECREATION COMMISSION

INDEMNIFICATION AND RELEASE

This form is valid one year from the date signed.

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME.
IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS. DOCUMENT.

In consideration of the permission granted to it by the Town of Colchester for the purpose of using playing fields and recreational facilities owned by the Town of Colchester, the undersigned, in recognition of the fact that Colchester has no lawful obligation to permit said usage by any person, group, or other entity not sponsored by the Parks and Recreation Commission of the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person using the said playing fields and recreational facilities while engaged in usage authorized by the Town or to any person attending any such activity and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Colchester pursuant to the Connecticut General Statutes and common law.

The undersigned, on behalf of himself and the members of the group or entity he represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorneys fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

Signature of Responsible party (ies)

Signature

Date

Print Name

Print Name

Title

Title

Affiliation

Affiliation

Town of Colchester Insurance Requirements Frequently Asked Questions

Q. What are the general requirements?

A. When renting/reserving a property owned by, or when doing work for, or providing services to, the Town of Colchester or the Colchester Board of Education, a Certificate of Liability Insurance, listing the Town of Colchester as a Certificate Holder, and being named as additional insured, is required. A Certificate of Insurance is a document detailing available liability coverage (see attached sample).

Q. Where would we get this insurance?

A. Most businesses and organizations purchase “commercial general liability insurance,” while individuals purchase “personal liability” coverage through a homeowner’s, condo-unit owner’s, or renter’s insurance policy. Your insurance agent or carrier can provide the required certificate if you are a business or non-profit organization and you purchase commercial general liability insurance. If you are an individual not related to a business or non-profit organization, your agent should provide a copy of the “policy declaration page” showing personal liability coverage. Non-profit organizations can typically get this coverage from their local, regional or national office. If you do not already have this coverage, or have insufficient coverage, insurance can be purchased for your particular needs from most insurance agencies or carriers.

Q. Will this cost me anything?

A. If you have an existing policy with sufficient coverage, there should be no cost to provide the necessary certificate. Policies created just for this event/contract can vary in cost.

Q. Why is this required?

A. When the Town allows a business/individual to use its property, or supplies goods or services to the Town, the Town must be protected against claims against the Town that arise out of the negligence of these third parties.

Q. How much insurance must we have?

A. The insurance must be for at least \$1,000,000 per occurrence in coverage for businesses and non-profit organizations, and \$300,000 per occurrence for individuals not related to businesses or non-profit organizations.

Q. Isn't \$1,000,000 a lot of coverage to require?

A. \$1,000,000 is the standard liability coverage required by municipalities, although many institutions are now requesting \$2,000,000 coverage depending on the scope, size, and severity of the goods or services being provided. In today’s climate of frequent lawsuits and the high cost of health care, even \$1,000,000 might not cover all costs.

Q. Why must the Town be a “Certificate Holder”?

A. In the event that the insurance coverage should be changed or discontinued, the Town would be notified, as a Certificate Holder, that it may not be protected under this policy, giving it time to take measures to adequately protect itself.

Q. How many days “written notice” must be given to the Certificate Holder should the policy be changed or discontinued?

A. The Town of Colchester requires 30 days written notice of changes to/cancellation of a policy, and this must be included on the Certificate of Insurance.

Q. What does “additional insured” mean?

A. The Town of Colchester will be insured by your policy for the particular event/contract, just as you are. If someone taking part files a claim against the Town for injuries arising out of participation/involvement with your event/contract, your insurance will respond to defend the Town, and pay damages if the Town is found negligent.

Q. When must the policy be effective?

A. The policy must be effective during the time the event takes place, or goods/services are delivered. For certain services, coverage may need to be carried for an additional period of time to be specified.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is listed as Additional Insured for general liability.

CERTIFICATE HOLDER

CANCELLATION

Town of Colchester
 Attn: Parks & Recreation Dept.
 127 Norwich Avenue
 Colchester, CT 06415

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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STATE OF CONNECTICUT
REGULATION
of

NAME OF AGENCY

DEPARTMENT OF PUBLIC SAFETY

Concerning

SUBJECT MATTER OF REGULATIONS

STATE BUILDING CODE-2005 CONNECTICUT
SUPPLEMENT – 2009 AMENDMENT

(Amd) **3103.1 General.** The provisions of this section shall apply to [structures, including] tents, canopies and other membrane structures, erected for a period of less than 180 consecutive calendar days out of any 365 consecutive calendar days. Those erected for a longer period of time shall comply with applicable sections of this code.

Exception: The Connecticut Tent and Portable Shelter Code shall apply to the following tents and portable shelters when such tents and portable shelters are not erected on the grounds of one- and two-family dwellings for private parties and no admission is charged:

1. Tents erected for less than 180 consecutive calendar days out of any 365 consecutive calendar days with an occupancy of 100 or more persons or covering an area in excess of 1,200 square feet.
2. Portable shelters erected for less than 180 consecutive calendar days out of any 365 consecutive calendar days with an occupancy of 100 or more persons.

(Amd) **3103.1.1 Permit required.** All temporary structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the code official. [Tents used exclusively for recreational camping purposes shall be exempt from the above requirements.]

Exceptions:

1. Tents less than 350 square feet total area.
2. Tents 900 square feet and smaller in total area when occupied by fewer than 50 persons, which have no heating appliances, no installed electrical service and are erected for fewer than 72 hours.
3. Tents used exclusively for recreational camping purposes.

Sec. 45. Section 29-252-1d, State Building Code – 2005 Connecticut Supplement, Chapter 31, of the 2003 International Building Code, is amended to add:

(NEW) (Del) **3104.11 Ventilation.** Delete section in its entirety without substitution.

(NEW) (Amd) **3105.3 Design and construction.** Awnings and canopies shall be designed and constructed to withstand wind or other lateral loads and live loads as required by Chapter 16 with due allowance for shape, open construction and similar features that relieve the pressures or loads. Structural members shall be protected to prevent deterioration. Awnings shall have frames of noncombustible material, fire-retardant-treated wood, wood of Type IV size, or 1-hour construction with combustible or noncombustible covers and shall be either fixed, retractable, folding or collapsible.

Exceptions:

1. Fixed awnings shall not be required to be designed to resist wind loads in excess of 90 mph.
2. Retractable awnings shall not be required to be designed to resist wind or snow loads.

(NEW) (Amd) **3107.1 General.** Signs shall be designed, constructed and maintained in accordance with Appendix H of this code.

Sec. 46. Section 29-252-1d, State Building Code – 2005 Connecticut Supplement, Chapter 31, Section 3109.1.1, of the 2003 International Building Code, is amended as follows:

(Add) **3109.1.1 Health Department [regulation] regulations.** No person shall construct, substantially alter or reconstruct a swimming pool until the construction documents and water discharge provisions have been approved by the Department of Public Health, in accordance with the regulations adopted pursuant to section 19a-36 of the Connecticut General Statutes.

Exception: Swimming pools accessory to [Owner-occupied] owner-occupied, detached one- two- or three-family residences and swimming pools accessory to a

**TOWN OF COLCHESTER
APPLICATION FOR BUILDING PERMIT**

DATE OF APPLICATION _____ ASSESSOR'S TAX MAP & LOT # _____ / _____
 Notice: Please refer to rules and requirements on reverse side.

The undersigned hereby applies for a permit to: ERECT (), ALTER (), ENLARGE (), REPAIR (), REMOVE (),
 DEMOLISH (), a building or structure herein described and in accordance with plans and specifications submitted.

LOCATION (Street & No.) _____ PROPERTY OWNER _____

OWNER'S ADDRESS _____ PHONE _____

BUILDER _____ PHONE _____

BUILDER'S ADDRESS _____ LICENSE # _____

USE GROUP _____ TYPE OF CONSTRUCTION _____ SIZE OF BUILDING _____ X _____

GARAGE SIZE _____ x _____ ATTACHED _____ TOTAL FLOOR AREA _____ NUMBER OF STORIES _____

NUMBER OF BATHS _____ NUMBER OF BEDROOMS _____ JACUZZI/HOT-TUBS _____ GAL

HEATING TYPE _____ SIDING _____ SEPTIC _____ WELL _____ CITY WATER _____

CITY SEWER _____ GARBAGE DISPOSAL _____ ACCESSORY BUILDING SIZE _____

IS PROPERTY WITHIN 100 YEAR FLOOD PLAIN? _____ EST. CONSTRUCTION VALUE \$ _____

The applicant agrees to comply with all the provisions of the building code and with the provisions of all other laws and rules governing building construction.

Signed (Owner or Agent) _____ Print Name _____

APPROVED (Building Official) _____

DESCRIPTION OF PROPOSED WORK UNDER THIS APPLICATION:

SUBCONTRACTORS		OFFICIAL USE ONLY	
Electrician Name _____ Signature _____	Address _____ Lic.# _____	Electrical _____	_____
Plumber Name _____ Signature _____	Address _____ Lic.# _____	Plumbing _____	_____
Heating Contractor Name _____ Signature _____	Address _____ Lic.# _____	Heating _____	_____
Remodeler Name _____ Signature _____	Address _____ Lic.# _____	Sed/Erosion _____	_____
Sprinkler Contractor Name _____ Signature _____	Address _____ Lic.# _____	Septic _____	_____
		Well _____	_____
		Driveway _____	_____
		Building _____	_____
		Education Fee _____	_____
		State Fee _____	_____
		Total Fee _____	_____

CHATHAM HEALTH DISTRICT

Serving the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland

TEMPORARY FOOD PERMIT APPLICATION

Applicant' Name: _____ Date: _____

Name of Business/ Association: _____

Applicant Address: _____ Phone#: _____

Commercial Fee _____ \$75.00 per event

Religious/Civic Fee for Class I/ II _____ \$20.00 per event
Class III/IV _____ \$30.00 per event

FEE PAID
\$ _____
Check# _____
Cash _____

Name & Location of Event: _____

Date(s) of Event _____

Hours of the Event: _____

Date and time the TFE will be ready for inspection _____

DIRECTIONS: The operator of **each** TFE Site must complete this application. The application must be completed and submitted to the regulatory authority at least 14 days before an event involving 5 or fewer booths, and 30 days prior to an event involving more than 5 food booths. **NO HOME COOKED FOODS OR FOODS PREPARED IN AN UNAPPROVED FACILITY ARE PERMITTED**

In addition, using the attached Sketch Sheets, each operator must provide:

- A drawing of their temporary food establishment; (**Attachment A**)
- If more than 5 booths a drawing of the **entire event area** depicting their TFE site in relation to the potable water supply, electrical sources, the waste water disposal area, lavatories, etc., as well as all food preparation and service areas at the Event. Is required.

- 1) List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by the Chatham Health District at least **10 days** prior to the event.) Use the back of this sheet if necessary.

2) Will All Foods Be Prepared At The TFE Site? _____ YES _____ NO

If No, the operator Must provide a copy of the current license for the permanent food establishment where the food will be prepared.

3) Describe (**be specific**) how frozen, cold, and hot foods will be transported to the Temporary Food Establishment:

4) Describe (**be specific**) what types of hot and cold holding equipment will be used to keep required temperatures during the event.

5) How will food temperatures be monitored during the event?

6) If food is to be cooked, thawed, reheated, washed during the event how will it be done and what type of equipment and utensils will be used? **Use Attachment B**

7) Identify the sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice:

8) Describe the number, location and set up of handwashing facilities to be used by the Temporary Food Establishment workers:

9) Identify the source of the potable water supply and describe how water will be stored and distributed at the Temporary Food Event. If a non-public water supply is to be used, provide the results of the most recent water tests.

10) Describe where utensil washing will take place. If no facilities are available on site, describe the location of back-up utensil storage.

11) a) Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:

b) If portable toilets are to be used, identify the frequency of waste removal:

12) Describe the number, location and types of garbage disposal containers at the Temporary Food Establishment as well as at the event site:

13) Describe the floors, walls and ceiling surfaces, and lighting within the Temporary Food Establishment:

14) Describe how electricity will be provided to the Temporary Food Establishment:

15) Using **Attachment C**, record the names, phone numbers, shifts to be worked during the event and the assigned duties of all Temporary Food Establishment workers (paid and volunteer). This form is for you to keep at the event as a log. It must be returned to this office after the event.

16) Please add any additional information about your Temporary Food Establishment that should be considered:

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Chatham Health District may nullify final approval. I certify that I have received and am familiar with the Guidelines for Food Service at Temporary Events and that the above described establishment will be operated and maintained in accordance with these Guidelines and the Public Health Code of the State of Connecticut.

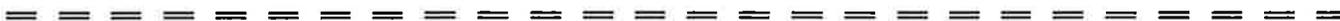
Applicant Signature: _____ **Date:** _____

Chatham Health District: **for office use only**

APPROVAL: _____ YES _____ NO

Permit Restrictions: _____

Approved By: _____ Date: _____



CHATHAM HEALTH DISTRICT

Serving the Towns of East Haddam, East Hampton, Hebron, Marlborough & Portland



APPLICANT TAKE THIS WITH YOU

FDA Guidelines for Food Service at Temporary Events

Use this guide as a checklist for plan review and for pre-opening inspections. Please read this carefully and follow these guidelines when setting up. Use **Attachment C** to record the names, phone numbers, shifts worked and assigned duties of each worker during the event. This log must be returned to the Chatham Health District after the event.

FOOD SOURCE AND TEMPERATURE

- **SOURCE:** All food should be obtained from sources that comply with law. All meat and poultry should come from USDA or other acceptable government regulated approved sources. Home canned foods are not allowed nor shall there be any home cooked or prepared foods offered at temporary food service events. Ice for use as a food or a cooling medium shall be made from potable water.
- **PREPARATION:** All potentially hazardous food which is pre-cooked and pre-cooled off site for service at the temporary food service event must be prepared **at an approved, permanently established, food service facility**. Note: Potentially hazardous foods are generally high in protein, have a pH above 4.6 and a water activity above 0.85. Common examples are red meats, poultry and raw shell eggs, fish and shellfish, and dairy products. Refer to your local health code for details.
- **TEMPERATURES:** Potentially hazardous food must be maintained at 140°F or higher or 41°F or below. Food must be cooked to the minimum temperatures and times specified below:
 - 165°F for 15 seconds--poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry;
 - 155°F for 15 seconds--comminuted fish; comminuted meat (hamburgers); pooled raw eggs;
 - 145°F for 15 seconds--raw shell eggs that are broken and prepared in response to a consumer's order and for immediate service; fish; meat and pork.

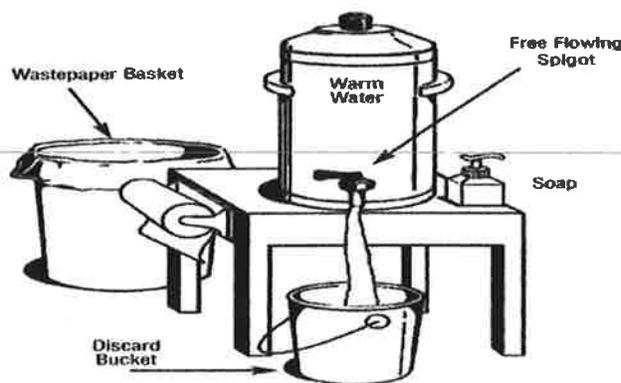
**TFE operators should consult with the local health authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) to ensure compliance with the provisions of the food code.

- **THAWING:** Potentially hazardous food shall be thawed either under-refrigeration that maintains the food temperature at 41°F or less; completely submerged under running water at a temperature of 70°F or below; or as part of a cooking process.
- **COOLING:** Cooked potentially hazardous food shall be cooled from 140°F to 70°F within 2 hours or less; and from 70°F to 41°F within 4 hours or less at a permanently established approved food service facility.

- **REHEATING FOR HOT HOLDING:** Potentially hazardous food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least **165°F for 15 seconds**. Reheating shall be done rapidly so that the food is between 41°F and 165°F for less than 2 hours.

PERSONNEL

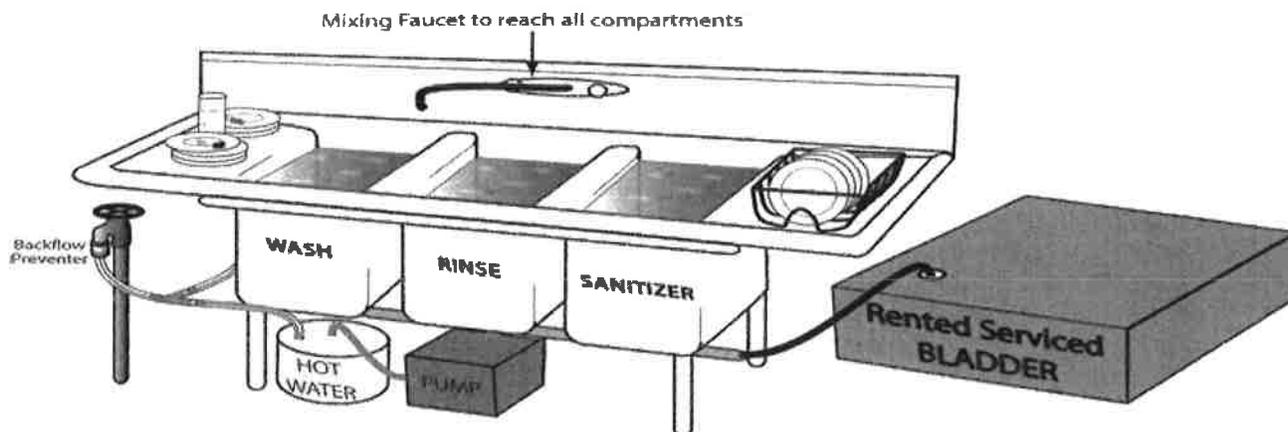
- **HANDWASHING:** Handwash facilities must be located in all TFEs where there is direct handling and/or preparation of food. Potable hot and cold running water under pressure with suitable hand cleaner, dispensed paper towels, and waste receptacle should be provided. Minimum requirements should include: a 5 gallon insulated container with a spigot which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand cleaner; dispensed towels; and a waste receptacle. Hand wash stations are not required if the **only** food items offered are commercially pre-packaged foods that are dispensed in their original containers.



- **HEALTH:** Employees with communicable diseases which can be transmitted through food or who are experiencing vomiting and/or diarrhea must be excluded from food activities. Food workers shall not have any open cuts or sores.
- **HYGIENE:** Food service workers shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Food workers shall have clean outer garments, aprons, and effective hair restraints. Smoking, eating, and drinking are not allowed by food workers in the food preparation and service areas. All non-working, unauthorized persons should be restricted from food preparation and service areas. Food service workers shall wash their hands prior to entering the TFE or food preparation and service areas, immediately before engaging in food preparation, after using the toilet room, and as often as necessary to remove soil and contamination and to prevent cross contamination.
- **FOOD PREPARATION:** Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.
- **SITE COORDINATOR:** A designated staff person responsible for compliance with health code requirements must be on site and accessible during all hours of operation of the temporary event, and shall be responsible for maintaining an accurate record of each worker's assignments at the TFE.

FOOD AND UTENSIL STORAGE & HANDLING

- **DRY STORAGE:** All food, equipment, utensils, and single service items shall be stored at least 6" off the ground or floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection.
- **COLD STORAGE:** Commercial refrigeration units should be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of small quantities of potentially hazardous foods. Unpackaged food may not be stored in direct contact with undrained ice.
- **HOT STORAGE:** Hot food storage units shall be used to keep potentially hazardous foods at 140°F or above. Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 140°F or above.
- **THERMOMETERS:** A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of potentially hazardous hot and cold food items. Food temperature measuring devices shall be accurate to $\pm 2^\circ\text{F}$, and should have a range of 0°F to 220°F. Each refrigeration unit should have a numerically scaled thermometer accurate to $\pm 3^\circ\text{F}$ to measure the air temperature of the unit.
- **WET STORAGE:** Wet storage of all canned or bottled beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep it clean. Liquid waste water must be disposed of properly into a sanitary sewer or approved holding tank and cannot be dumped into streets, storm drains, waterways or onto the ground surface.
- **FOOD DISPLAY:** All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of sneeze guards or other effective barriers. Open or uncovered containers of food shall not be allowed at a temporary food service event, except working containers. Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.
- **FOOD PREPARATION:** All cooking and serving areas shall be protected from contamination. Cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public. Patrons must be prevented from accessing areas of the TFE where food, food-contact surfaces, and equipment are located.
- **COOKING DEVICES:** Charcoal and wood cooking devices are not recommended. Propane stoves or grills are approved as cooking devices. The local fire safety authority must approve these devices. All cooking of foods should be done towards the rear of the food booth. When barbecuing or using a grill, the cooking equipment should be separated from the public for a distance of at least 4 feet by roping off or by other means to protect patrons from burns or splashes of hot grease.
- **UTENSIL STORAGE:** Food dispensing utensils must be stored in the food with their handles above the top of the food and container; in running water of sufficient velocity to flush particulates to the drain; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 140°F and the water is changed at least every 4 hours.
- **CROSS CONTAMINATION:** Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. Equipment and utensils (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.



CLEANING

- **WAREWASHING:** A commercial dishwasher or 3-compartment sink set-up should be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food. The minimum requirements for a utensil washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater. A centralized utensil washing area for use by multiple food vendors may be permitted by the regulatory authority. *Equipment and utensils must be cleaned and sanitized at least every 4 hours.*
- **SANITIZING:** Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers must be used at appropriate strengths. An approved test kit must be available to accurately measure the concentration of sanitizing solutions.
- **WIPING CLOTHS:** Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean chlorine sanitizing solution at a concentration of 100 ppm.

WATER SUPPLY AND WASTEWATER DISPOSAL

- **WATER:** An adequate supply of potable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. Water must come from an approved public water supply or an approved well water supply. The water supply system and hoses carrying water must be constructed with approved food contact materials. The water supply must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground or top plane surface. A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.
- **WASTEWATER DISPOSAL:** Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surface; into waterways; or into storm drains, but shall be collected and dumped into a receptacle or sink drain designated for the collection of wastewater or into a toilet directed to a sanitary sewer.

PREMISES

- **COUNTERS/SHELVES:** All food contact surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable.

- **FLOORS:** Unless otherwise approved, floors of outdoor TFEs should be constructed of concrete; asphalt; non-absorbent matting; tight wood; or removable platforms or duckboards which minimize dust and mud. The floor area should be graded to drain away from the TFE.
- **WALLS AND CEILINGS:** The TFE must be covered with a canopy or other type of overhead protection, unless the food items offered are commercially pre-packaged food items dispensed in their original containers. Walls and ceilings, if required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
- **LIGHTING:** Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.
- **GARBAGE:** An adequate number of non-absorbent, easily cleanable garbage containers should be provided both inside and outside of each TFE site. Dumpsters must be covered, rodent-proof, and non-absorbent. Grease must be disposed of properly and shall not be dumped onto the ground surface.
- **TOILET FACILITIES:** An adequate number of approved toilet and handwashing facilities shall be provided for food service workers at each event. The toilet facilities, preferably permanently established, should be conveniently located to the food preparation areas (within 500 feet of the food preparation areas). An adequate number of toilet and handwashing facilities shall be provided for patrons at gatherings lasting longer than 2-3 hours. Toilets may consist of properly designed, operated, and maintained portable toilets.
- **CLOTHING STORAGE:** Personal clothing and belongings should be stored at a designated place in the TFE away from food preparation, food service and warewashing areas.
- **TOXIC MATERIALS:** Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation shall be provided.

The DANGER ZONE is the internal food temperatures (taken with a calibrated and sanitized food thermometer) between 45°F and 140°F, where most illness causing bacteria grow rapidly.

Keep food outside the DANGER ZONE when food is

- ✓ **Purchased**
- ✓ **Transported**
- ✓ **Served**
- ✓ **Displayed**
- ✓ **Stored**

Keep hot foods hot by using equipment that will keep food above 140°F (steam tables, cambros, chaffing dishes, grills, ovens, heating cabinets, stove tops and crock pots). HEAT LAMPS WILL NOT KEEP FOOD ABOVE 140°F. Check food often with calibrated and sanitized food thermometers.

Temporary events should throw away what ever food is not used and extra hot food at the end of the day.

Keep cold foods cold in clean refrigerators, freezers and/or coolers with BAGGED ICE or thermal sheets. All cold holding devices need to have thermometers to ensure that air temperatures remain below 40°F and food temperatures remain below 45°F. Check food temperatures every two hours to avoid the DANGER ZONE!!!!

Main Office: 240 Middletown Avenue, East Hampton CT 06424

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Food Booth Checklist

- _____ Submitted temporary application with fee, sketch and menu 2 weeks prior to event.
- _____ Manager with TEFT certification or equivalent
- _____ Completed Worker Sign-in Form
- _____ Water from approved source (backflow preventer and food grade hoses when needed)
- _____ Waste water disposed of in an approved manner (not on the ground)
- _____ Restroom facilities sanitary and convenient for food workers (hand washing station encouraged)
- _____ Hand washing facilities with hot water from dispenser with spigot, liquid soap, paper towels, waste water container and trash can.
- _____ Trash cans convenient, emptied regularly in a sanitary way and location.
- _____ Adequate and calibrated food thermometers, alcohol wipes/sanitizers
- _____ Working thermometers for all cold holding units.
- _____ Working and clean facilities to keep cold foods cold (<45°F internal temperature)
- _____ Facilities to cook and keep food hot (>140°F for internal holding temperatures)
- _____ Food cooked and held at proper temperatures and staff knowledge of temperatures
- _____ Food protected at all times
- _____ Separate areas and/or utensils/cutting boards for poultry, meats, seafood, and non PHF
- _____ Wiping rags in clean, labeled and calibrated sanitizer buckets
- _____ Three compartment sink with hot water, soap, sanitizer, test strips (50-100ppm bleach 200ppm Quat) and area for air drying
- _____ Minimizing bare hand contact and frequent hand washing
- _____ Separate and specific duties for each person
- _____ Staff attire-hairnets or hats, clothing clean and covered by apron, minimal jewelry, closed toed shoes, no exposed cuts, burns or open wounds
- _____ Staff habits-no tobacco use, minimize touching hair, face and body, frequent hand washing
- _____ Establishment clean

Policy Governing Issuance of Special Events Permits for Town of Colchester Public Facilities

DEFINITION:

A special event is a public function that is open to the community at large.

Examples of special events would include:

Parades	Other outdoor cultural events and community festivals
Marathons and fun-runs	Street fairs
Motorized vehicle races or contests	Public Speaker events
Circuses, fairs and rodeos	Large Town/BOE events
Outdoor music concerts, shows and exhibitions	Sports Tournaments

PURPOSE:

Special events present an opportunity to invigorate civic pride, to celebrate the social and cultural fabric of a community, and to encourage economic development. Because of their very nature as common grounds for recreation and enjoyment, public parks and recreation open spaces often provide the right atmosphere for the hosting of these celebrations. The purpose of this Administrative Order is to establish a standard procedure of application, evaluation and permitting of special events in town-owned and operated park and recreation facilities, in an effort to:

- Ensure events remain for public park purposes only;
- Provide broad public benefit;
- Respect park capacity, infrastructure and adopted general plan;
- Ensure compatibility and sympathy with surrounding land uses as well as natural, cultural and historic park resources;
- Meet the conditions of the Codes of the Town of Colchester, and,
- Minimizes negative impacts to the health, welfare and safety of the public.

Board of Selectmen Approval, May 2013

A special event permit shall be required for the following activities:

- a) An organized formation, parade, procession or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
- b) Any organization formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or public way owned, controlled, or maintained by the Town or (2) does not comply with normal or usual traffic regulations or controls.
- c) Any outdoor activity of a group of more than one hundred (100) persons on Town-owned, controlled or maintained property such as town parks and open space, where a standard reservation or facilities use permit has not been granted.
- d) Any activity on public property that could reasonably be expected to require provision of public safety services.
- e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stage, bleachers), if that placement requires a permit from the Town's Fire Department or Building Division.

Exceptions to special event permit applications:

* Regular facility rental application and fees still apply to any permit that has been exempt from the special event status.

- a) Special events, as defined by this Administrative Order, do not include picnics, weddings, funerals or elections.
- b) Activities conducted by governmental agencies acting within the scope of its authority.
- c) Groups using picnic shelters at town parks where a shelter reservation and facilities use permit has been requested and granted. The group must not exceed/violate any other noise, facilities use or public safety regulations.
- d) Events conducted by local elementary schools, middle schools, high school that are conducted on their own grounds and property, which will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.

e) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).

SECTION I - SPECIAL EVENTS CLASSIFICATIONS:

Special events shall be classified according to their size by both the required staging area and number of people attending; their duration; and, their infrastructure support requirements (tents, parking, roads, restrooms). The achievement of any one of the higher criteria shall qualify an event for the higher classification. For instance, if an event lasts for only two days but 7,000 people are expected to attend each day, the event shall be classified as a Class "D" event.

Class A - 1 Day or up to 250 total attendance, with minimal parking and infrastructure requirements, and compatible with public use of park sites.

Class B – 2-3 Days, or up to 500 total attendance, with moderate parking and infrastructure requirements and compatible with public use of parks and sites.

Class C – 4-6 Days, or up to 1,000 total attendance per day, with moderate parking and infrastructure requirements or limits on public use of park site.

Class D - 7 or more days, or 3,000+ total attendance per day, with heavy parking and infrastructure requirements or restrictions on public use of park site.

The Town of Colchester reserves the right to adjust or waive the limits of classification and/or duration as deemed in best interest of the town.

SECTION II - PARK RESTRICTIONS:

Mechanical Amusement Rides

Mechanical Amusement Rides will only be permitted at the Town Green and Recreation Complex. Mechanical amusement rides shall be allowed only in parks, with restrictions placed on location, and their impact on the welfare and safety of both the public and the park site.

Noise

The Town of Colchester prohibits unreasonable and disruptive noise that is clearly incompatible with the normal activities of certain locations at certain times. Please refer to Town of Colchester Zoning Regulation 3.7.6.G.

No music or entertainment shall be allowed between the hours of 10:00 p.m. and 7:00 a.m., in such a manner as to be plainly audible at the park boundary. If either of these restrictions is breached, it will be considered a violation of the Code.

Failure to comply with requests to decrease noise to an acceptable level will result in notification to the Police Department. The Police Department has the authority to make an arrest. Failure to comply may also result in the revocation of a special events permit, and may prohibit the issuance of a permit for future events by the event organizer.

Fireworks

Events featuring fireworks must obtain a fireworks permit from the State Fire Marshal's office and local Fire Marshal, as well as any other appropriate municipal permitting jurisdiction.

Signage

Promotional signs are limited to the Community Events Board. Sponsorship banners and signage are allowed only within the designated event site and may be displayed **no more than two weeks prior to the event**. All signs and banners are hung by the Parks Maintenance crew and must be dropped off to the Parks and Recreation office two weeks prior to the event and will be moved immediately from the site following the event. Fees to hang the banner are included in the facility rental fee. All wording of signs and designated locations must be pre-approved by the Parks & Recreation Department.

Sandwich Board signs are limited to cultural arts performance promotion only; they must be less than 32 square feet in size (total of both sides) and must be set 15' back from the travel portion of the road. Signs and banners may require a zoning permit.

Alcohol is prohibited on a town property. Smoking is not permitted in any town park or on any school grounds. Dogs must be on leash on all town property (except for service dogs or with special permission from the town.)

SECTION III - APPLICATION PROCESS, REQUIREMENTS AND FEE SCHEDULE:

When an organization seeks to host a special event in a town parks and recreation facility, the event organizer must contact the Colchester Parks and Recreation Department for an Application Package. The Application Package shall include the following information:

- This policy
- Application for Use of Recreational Facilities Form

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- Special Event Information Form
- Town Indemnification & Release Form
- Insurance F.A.Q.

Applicants will be required to resubmit the special events application annually by the end of January. In addition to the application, a description and definition of the event with proposed dates will be required. Applications will be valid for one year.

The Town of Colchester reserves the right to adjust or waive the limits of any special event in best interest of the town.

Special Event Permit Fee:

Town Green:

Fri. – Sun.: \$50/day non-refundable fee for event day, setup, breakdown and rain dates.

Mon. - Thu.: \$50/day non-refundable fee for event day, setup, and breakdown .Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

Ruby Cohen Park:

\$50/day/event (incl. setup/breakdown/rain dates)

Recreation Complex: \$50/day per field for event day, setup, breakdown and rain dates.

\$25 per field for each of the following time blocks:

7a.m. – 12 p.m.	12p.m. – 5p.m.	5 p.m. – Closing
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The following types of special events are **EXEMPT** from the application fee:

Events produced or sponsored by the Town of Colchester, the Board of Education, or their agents.

Additional Fees:

The event organizer is responsible for full reimbursement to the town of any and

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all costs borne by the town. If any town staff and/or equipment are required to assist to operate or provide maintenance for an event, the town shall be compensated for the full cost of providing the support. The Town will make no capital investment in infrastructure to support the event.

14 days following the closing of the event, the department will invoice the event organizer for all applicable costs and charges. The event organizer will have 30 days to remit payment.

The event organizer will be required to provide the following information in addition to the permit fee:

- Application for Use of Recreational Facilities Form
- Special Event Information Form
- Town Indemnification & Release Form
- Insurance Certificate
- Event Description (Purpose, History, etc)
- Proposed Site Selection/Site Plan

SECTION IV - EVALUATION CRITERIA FOR APPROVAL:

Priority will be given to pre-established, annual events. Not-for-profit organizations will be given priority over events or festivals which generate profit for the private sector. If the conditions have been satisfied to allow an event sponsored by a for-profit enterprise, the event organizer must provide evidence that:

- The event constitutes a community service;
- It is in the best interests of the general health, safety and welfare of both the participants and citizens of Colchester;
- There is little to no impact on and/or cost for town support services; and,
- The frequency and uniqueness of the event does not conflict with or replicate an already-existing festival or event.

If an event proposed by a for-profit corporation does not meet the established criteria, the application will be denied.

The event organizer will be notified within 14 days of receipt of its application whether the application has been approved for a Special Events Permit.

- The Parks & Recreation Facilities Subcommittee will forward its recommendation through the appropriate personnel to the Department Director for final approval.
- Once an application to host a special event is submitted to the Department, the Parks & Recreation Director, or designee, will provide the initial review for fulfillment of base criteria and guidelines, as well as any conflict with existing events.

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All applications will be subject to the following evaluative criteria, as reviewed by the Facilities Subcommittee of the Parks & Recreation Commission:

- Classification of the event and its compatibility to the proposed park site's classification
- Appropriateness of event to public park purpose
- Performance History of event and event organizer (if applicable)
- Impact on park property and surrounding natural and cultural resources
- Impact on traffic conditions
- Ability to comply with all local permitting requirements
- Availability of town support services, such as parks grounds maintenance crews
- Impact on adjacent land uses and neighborhoods
- Duplication of existing town-permitted event
- Enhancement to tourism, economic development and quality of life
- Ability to generate positive local, regional or national media exposure
- Ability to generate revenues for the Department

The next step will be review and approval by all applicable Town departments, including:

- Board of Selectmen
- Police Department
- Building Official
- Fire Marshal
- Public Works
- Health Department
- Parks & Recreation

Once all departmental approvals are received, the Parks & Recreation Department will issue the official permit.

The Town is under no obligation to issue special events permits for use of its parks and recreation facilities. If an event is found to be incompatible with a proposed site's classification, a more appropriate park site may be suggested to the event organizer. An application will be denied if an event is found to:

- Be inappropriate to public park purpose.
- Exert adverse impact on a park and/or its surrounding infrastructure, natural or cultural resources.
- Exert significantly adverse impacts on the traffic conditions and/or adjacent land uses and neighborhoods.
- Have a history of poor performance in town parks.

At the Department's discretion, an application can be denied if a special event is found to replicate other events or to diminish the uniqueness of already established community celebrations.

SECTION V - REGULATORY AND PUBLIC SAFETY REQUIREMENTS:

Outside of the Parks and Recreation Department, many other agencies, including regulatory and public safety, require permits for the execution of a special event. These agencies set their own requirements and fees. It is the responsibility of the event organizer to obtain these permits:

At a minimum, the following must be obtained prior to the event:

Insurance

General Public Liability of \$1 million coverage, depending upon event activities
Automobile Liability Insurance of at least \$300,000. "Town of Colchester" must be listed as Certificate Holder and Additional Insured

Flow/Vehicle Parking

Event organizer will provide appropriate staffing to address parking needs.

Grounds and Public Works Maintenance

Public Works Director will review with event organizer the need for Public Works support staff.

All necessary Building and Zoning Permits

Approval of structural components, such as tents, electrical and handicapped accessibility, may be required.

Sanitation/Health

All food service concessions and restroom facilities must meet Public Health Code requirements. Temporary permits for food service concessions must be obtained prior to the event.

The following cases will require permits from the Department of Environmental Protection (DEP):

- Waste water disposal
- Recreation Vehicle (RV) waste water disposal

Portable Restrooms

The Town of Colchester will provide 2 water closets (1 regular/1 handicap) on the town green during the summer months. Any additional water closets required per General Statute are the responsibility of the event applicant.

Garbage Removal

Any special event that takes place on a town owned property must provide their own solid waste removal.

This may include dumpsters and/or roll-off trash receptacles, contracted by the event, as appropriate, as determined by the Public Works Director. The Public Works Director, or designee, will determine placement of all waste disposal containers and trash receptacles.

Fire Safety

Fire Marshal will conduct any and all necessary inspections, and determine staff requirements for each event.