

Town of Colchester

Special Event Information

By providing complete and detailed information about your event along with your application, it can significantly increase the speed with which your application can be reviewed and approved.

Event Name: _____

Event Contact: _____ Phone: _____

Date: _____ Rain date, if any: _____

Location: _____ Hours: _____

Is this event open to the public or is it private? _____ Public _____ Private

Price of Admission / Tickets / Special Information:

Potential Vendors

Contact: _____ Phone: _____

Items Available:	Food	Crafts	Art	Related Items
(please circle)	Musical/Other Performances			Other:

Will temporary structures (such as tents) be erected? _____ Yes _____ No

If yes, please provide a detailed site plan, including size and location of each structure and distances between structures. Tents require a certificate for each one showing the flame spread and smoke development requirements. Large tents will require additional exiting, exit signs and "No Smoking" signs.

Will there be electrical usage? _____ Yes _____ No

If yes, the type of electrical cord being used must be indicated on the site plan. All electrical on the ground must be protected with approved matting in the areas of walking. All lights in tents must have approved covers over all exposed bulbs. All wiring must meet the national electrical code for temporary use.

Will food be served? _____ Yes _____ No

If yes, please provide details, including the complete menu, how/where it will be prepared/served, and by whom. A Temporary Food Permit may be required by the Health Department.

Will there be propane use? _____ Yes _____ No

If yes, the tanks must be outside of the tent, properly secured and all tanks must be ASME or DOT approved with up to date stamps.

Please provide any other details about the event that may be helpful in giving a complete picture of what the event will entail.