



Event Approval Checklist

This checklist outlines the steps and responsibilities for organizing events on Town property or involving Town resources. It ensures compliance with regulations, safety standards, and smooth coordination among departments. All approvals must be secured prior to the event. Additional departmental requirements may apply depending on event size or type.

Town Approval

Planning & Zoning

- Submit [Zoning Permit Application](#)

Parks & Recreation or Bethel Public Library

- Submit **Facility Use Form**
 - [Parks and Recreation Form](#)
 - [Library Form](#)
- Submit **Insurance Certificate** - Listing the town as additional insured
- Plan portable toilets and handwashing stations
- Plan trash and recycling management

Board of Selectman – Alcohol Waivers

- Email **alcohol waiver letter** to First Selectman's office at firstselectman@bethel-ct.gov

Police Department

- Submit **Application for Special Events/Request for Officers** to the BPD (attached)

Health Department

- Ensure Food Service Operators submit a [Temporary/Seasonal Food Service Application](#)

Fire and Building Department

- Submit permit application for a tent if it is over 400 square feet
- Request approval for large commercial generators, electrical service or large cooking operations with propane gas

Communication & Public Notification

- Submit event to [Bethel's Community Events Calendar](#)

Post-Event

- Complete final cleanup



BETHEL POLICE DEPARTMENT

12 Judd Ave. Bethel, CT 06801 203-744-7900

Chief Stephen M. Pugner

Application for Special Events/Request for Officers

Instructions:

1. Your application must be completed, signed and accompanied with the Town Event Planning and Approval Checklist.
2. The completed forms shall be submitted at least **thirty (30) days** prior to the start of the event. The form must be submitted at the Bethel Police Department Information Desk or emailed attention Lt. Matt Zavatsky (mzavatsky@bethelpd.com).

Name of Sponsoring Organization

Street Address	City	State	Zip Code
Telephone Number (with area code)	Email Address		
Contact Person for this Application	Signature of Contact Person		

Give the names of at least two (2) Designated Active Members of the sponsoring organization under whom the event is to be conducted.

First Name	Last Name	Telephone Number (with area code)
First Name	Last Name	Telephone Number (with area code)

Starting Date and Time of Event	Ending Date and Time of Event	Estimated Number of Attendees	
Location of Event			
Street Address	City	State	Zip Code

Approved by:

Date Approved