



TOWN OF NEW MILFORD

"Gateway to Litchfield County"

Office of the Fire Marshal



Event Notification Form

A completed Event Notification Form is required for events that are held on Town of New Milford property/buildings or that are considered public gatherings. The purpose of this form is to:

- Ensure the health and safety of the public.
- Minimize the legal and financial risks of the event organizer and the Town.
- Protect public property from misuse and potential damage.
- Ensure that State and Local laws, ordinances, and Fire Safety and Prevention codes are enforced.

Final submission of this form must be given to the New Milford Fire Marshal's Office. This form must be completed in its entirety.

Applicant and Event Information

Applicant: _____ Organization: _____

Address (of applicant): _____

Phone: _____ Email: _____

Date and Time(s) of Event: _____

Event Location: _____ Event Name: _____

Event Description: _____

<p>Indicate the type of event: (Select Multiple Options if Necessary)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Private Party <input type="checkbox"/> Walk/Run/Bike-athon <input type="checkbox"/> Exhibition/Show <input type="checkbox"/> Charity Event <input type="checkbox"/> Live Animals <input type="checkbox"/> Public Fair/Carnival <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Amplified Music <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ 	<p>Indicate facilities provided: (Select Multiple Options if Necessary)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tents <input type="checkbox"/> Amusements <input type="checkbox"/> Stage <input type="checkbox"/> Food for Public <input type="checkbox"/> Gambling/Games of Chance <input type="checkbox"/> Cooking <input type="checkbox"/> Seating Structures <input type="checkbox"/> Vendors <input type="checkbox"/> Raffles <input type="checkbox"/> Other: _____
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<p>Indicate utilities provided: (Select Multiple Options if Necessary)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Temp Service <input type="checkbox"/> Lighting <input type="checkbox"/> Stage Lighting <input type="checkbox"/> Outlets <input type="checkbox"/> Generators <input type="checkbox"/> Gas/Propane <input type="checkbox"/> Heating Equipment <input type="checkbox"/> Cooking Equipment <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Handwash Sinks <input type="checkbox"/> Other: _____ 	<p>Public Safety Information:</p> <p>Anticipated Number of Attendees: _____</p> <p>Anticipated Age Group: _____</p> <p>Will alcohol be served?: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Will parking be provided?: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Please describe security arrangements: _____

Please describe parking arrangements: _____

Please describe decorations or scenery used during event: _____

Tent Vendor Information

Tent Vendor: _____

Address: _____

Phone: _____

Email: _____

HIC Registration #: _____

I, the undersigned will agree to follow all fire safety laws and regulations in compliance with the laws and ordinances of the Town of New Milford, the State of Connecticut, and relevant State and International Fire Safety and Prevention Codes.

Applicant Name: _____ Applicant Signature: _____

Date: _____