

**TOWN OF GOSHEN
SPECIAL EVENT PERMIT APPLICATION**

This Permit Application MUST BE submitted to the First Selectman not less than thirty (90) days prior to the event. A fee of \$100 must be submitted with the application; check payable to the Town of Goshen. Fee will be refunded should license not be granted.

Name of Event: _____

NAME(S) AND RESIDENCE ADDRESS OF APPLICANT(S): (IF PARTNERSHIP, LIST ALL PARTNERS, IF CORPORATION, CLUB OR ASSOCIATION, LIST ALL OFFICERS:

APPLICANT(1) NAME _____ _____	APPLICANT(2) NAME _____ _____	APPLICANT(3) NAME _____ _____	APPLICANT(4) NAME _____ _____
ADDRESS _____ _____	ADDRESS _____ _____	ADDRESS _____ _____	ADDRESS _____ _____
TELEPHONE # _____	TELEPHONE # _____	TELEPHONE # _____	TELEPHONE # _____
DATE OF BIRTH OF APPLICANT _____	DATE OF BIRTH OF APPLICANT _____	DATE OF BIRTH OF APPLICANT _____	DATE OF BIRTH OF APPLICANT _____

IF A CORPORATION OR CLUB, DATE AND STATE OF INCORPORATION:

Date: _____ State: _____

Type of business or activity of applicant (s)

APPLICANT(1) NAME _____ _____	APPLICANT(2) NAME _____ _____	APPLICANT(3) NAME _____ _____	APPLICANT(4) NAME _____ _____
BUSINESS/ACTIVITY _____ _____	BUSINESS/ACTIVITY _____ _____	BUSINESS/ACTIVITY _____ _____	BUSINESS/ACTIVITY _____ _____

HAVE APPLICANT(S) OR OFFICERS EVER BEEN CONVICTED OF A CRIME? IF YES PLEASE DESCRIBE (attach additional sheets as necessary): _____

DESCRIPTION OF PROPOSED EVENT (attach additional sheets as necessary): _____

PROPOSED LOCATION: _____

ANTICIPATED DAILY ATTENDANCE: _____

The following are required with each application;

Plot plan or sketch of facilities for the Special Event and written plans demonstrating adequate planning to meet local, state and other applicable standards for:

Parking

Traffic

Food services

Drinking water

Toilets/Sanitary facilities

Lodging (On site)

Fire prevention

Fire protection

Refuse disposal, including the name of the refuse hauler, the number and size of the disposal containers that will be in use.

Law enforcement.

Emergency medical services

DATES OF PROPOSED EVENT: _____
(NO PERMIT IS VALID FOR MORE THAN 3 CONSECUTIVE DAYS)

HOURS OF OPERATION: _____

WE AGREE TO PAY THE COST OF PUBLIC NOTICE OF PERTINENT FACTS OF THE EVENT, THE COST OF POLICE OFFICERS AND THE COST OF THE TIPPING FEES FOR WASTE REMOVAL.

SIGNATURE(S) OF APPLICANT(S)/PARTNERS/OFFICERS

DATE

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DATE

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DATE

SIGNATURE(S) OF APPLICANT(S)/PARTNERS/OFFICERS

DATE

FIRST SELECTMAN SIGNATURE

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Unified Command Meeting Protocol/ Briefing

A unified command meeting will be convened prior to the start of any event requiring a permit at the Goshen fairground. All attendees will introduce themselves and describe their role. All attendees shall sign a roster with their name, email, cell phone number and radio designation if assigned. A copy of the roster will be made available to all. Additionally, during the event there may be daily Unified Command meetings as determined by the Incident Commander. The meeting will be an opportunity to discuss all safety concerns.

1. The First Selectman will determine the briefing time and place and notify the Town Unified Command members and the applicant contact. The applicant contact shall notify all members of the event chain of command, the security leadership, communication personnel, appropriate parking staff, and EMS representatives. All should attend the briefing.
2. The Town of Goshen adheres to the National Incident Management System. Event management personnel should be familiar with NIMS. The Goshen Incident Commander will be in charge whenever there is any emergency, including weather, medical, fire, and rescue. The applicant members shall follow the instructions of the Incident Commander.
3. In the event there is criminal activity involved the Town uses the Sandy Hook command model: The State Police are in charge of all aspects of criminal intervention and investigation. The Goshen IC and EOC will support CSP as requested and will handle all other aspects of the response.
4. In an emergency, establishing effective communication is often a problem. The event applicant organization is required to establish and maintain an effective method for communicating emergency warnings and messages to all event attendees during the event. The applicant shall provide a detailed communication plan.
5. The lead CSP officer and appropriate event officer will receive a Goshen Fire radio for use during an emergency.
6. If sheltering is ordered by the Incident Command everyone should be notified to move to their vehicle for shelter. Do not shelter in buildings. Whenever the National Weather Service issues a Severe Thunderstorm

Warning for the Goshen area, attendees will be required to shelter. Whenever there is the possibility of threatening weather the designated event communication person shall begin notifying all attendees of the shelter plan.

7. The event communication person shall periodically make attendees aware of the area numbering system for reporting emergencies. Area numbers are posted on the buildings.
8. The initial Command Post will be at the gazebo near the main entrance. During some events the Command Post may transition to the Fair office.
9. The Incident Commander may require Town staff to open the EOC at the Goshen Town Hall.
10. The EMD, deputies and staff will support the IC.
11. The IC may require the First Selectman to assume the role of Public Information Officer and to make announcements on the communication network.
12. Other concerns.