



FAIRFIELD PARKS & RECREATION COMMISSION Special Event Guidelines

1. The Parks and Recreation Commission must approve all Special Events held on property under their jurisdiction.
2. All events must provide the Parks and Recreation Department with a Certificate of Insurance naming the Town of Fairfield as an added Insured, in the amount of 2million/1million. (Amount subject to change by Risk Management Dept.).
3. Multiple day events will not be permitted at the any Town of Fairfield Parks or Beach parking areas from Memorial Day weekend through Labor Day.
4. One-day events using the parking areas from Memorial Day weekend through Labor Day may be permitted provided that the event concludes by noon.
5. Selling of Food or Beverage is prohibited from Memorial Day weekend through Labor Day at any beach location.
6. Events using sound systems in the parking areas must face speakers away from homes and toward the water. Sound systems may not be tested or used prior to 7:30am or after 10:00pm.
7. Event setup may not begin prior to 7:30am. Dismantling of events may not take place after 10pm or prior to 7:00am.
8. Evening events held Monday through Thursday in the parking area must end at 9pm. Fridays and Saturday events must end at 10pm. Sunday events must end at 5pm.
9. Only one multiple-day event per month will be permitted in the parking area and only during the off-season months of September through May.
10. Camping or inhabiting vehicles overnight, prior to a special event, will not be permitted.