

**City of New London  
Parade Special Events Committee**

**Purpose:**

The Parade Special Events Committee shall work with the Chief Executive Officer of the City to provide year-round special events on the Parade and at Waterfront Park to enhance the social and cultural life of the City. Special Events shall include, but are not limited to concerts, lectures, craft fairs, and art shows and festivals.

**Membership:**

There shall be a minimum of five members but no more than nine members. The membership shall consist of a representative from the following organizations:

- The Hygienic
- The Garde Arts Center
- Custom House Museum
- Kitchings Productions
- Waterfront Coordinator
- New London Main Street
- Center City District

**Governance**

The committee members shall, on an annual basis select a chair that will convene meetings and serve as the spokes person of the committee. The Committee shall also select a vice-chair, secretary and treasurer. All funds raised shall be deposited with the City for the express purpose producing special events at the Parade or Waterfront Park on behalf of the City. The City shall appropriate the funds and make them available for expenses related to the production of the sponsored events. The committee shall annually submit a report to the Chief Executive Officer and the City Council outlining the events produced, funding received and funds expended.

**Scope of Services**

The Committee shall work with the Mayor and/or the City Council to raise funds for special events produced by the committee and sponsored by the City of New London on the Parade or at Waterfront Park.

The committee shall be responsible for producing its events including arranging rental, delivery, set-up and breakdown of production equipment, booking all entertainment and any other required goods or services. The Committee will collaborate with City staff to determine the city resources needed, as well as coordinate scheduling.

Additionally, the committee may, upon request of the Chief Executive Officer, review applications by organizations and individuals to hold concerts or other similar events on the Parade or at Waterfront Park. In the event that the City has authorized the use of a portion of the Parade or Waterfront Park to another organization or individual on the same day as an event produced by the Committee, the Committee shall coordinate the use of space. The committee and its members may from time-to-time consult with City Departments to provide advice and expertise in the delivery of special events at other facilities.