

**PERMISSION FOR USE OF THE TOWN GREEN**  
**(File with Selectmen's Office)**

Date \_\_\_\_\_

- (1) Name of Organization \_\_\_\_\_
- (2) Purpose of Organization \_\_\_\_\_  
Person in Charge of Event \_\_\_\_\_
- (3) Address \_\_\_\_\_ Phone \_\_\_\_\_
- (4) Section of Green Requested \_\_\_\_\_  
*(Please indicate Section number according to map attached to Fee Schedule)*
- (5) Activity To Be Held \_\_\_\_\_  
Date of Event \_\_\_\_\_ Time Of Event \_\_\_\_\_
- (6) Purpose of Activity \_\_\_\_\_
- (7) Estimated Number of People Expected to Attend \_\_\_\_\_
- (8) Describe Security Provisions to be Provided by Applicant, if any \_\_\_\_\_  
\_\_\_\_\_
- (9) Describe Sanitary Facilities to be Provided by Applicant, if any \_\_\_\_\_  
\_\_\_\_\_
- (10) Describe Applicant's Traffic Control Measures and Parking Plans, if any \_\_\_\_\_  
\_\_\_\_\_
- (11) Describe Clean-Up Plans, if any \_\_\_\_\_  
\_\_\_\_\_
- (12) Will Your Organization Be Requesting That A Sign Be Place on the Green To Advertise the Event \_\_\_\_\_ (If so, you must fill out a separate form "Application to Place Sign on Green")

The undersigned agrees to the Rules and Regulations Governing Town Property  
(Attached)

\_\_\_\_\_  
Signature of Applicant

**TOWN OF GUILFORD  
REGULATIONS GOVERNING THE USE OF THE TOWN GREEN**

These regulations are adopted by the Board of Selectmen in the Town of Guilford to govern the use of the Green by Guilford not-for-profit organizations for community events. The green is a focal point of our community and its use should be managed in a way that protects one of our most cherished assets.

- (a) An organization must make an application to the Board of Selectmen to obtain a permit to hold an event on the green.
- (b) Forms for applying for such permits shall be available during normal business hours at the office of the First Selectman. Any such application must be filed at least three months prior to the desired date.
- (c) The permittee shall comply with such rules and regulations of the Town of Guilford or any department thereof as may from time to time be in force and effect for the use of public parks and places generally. (Moved from "1")
- (d) A Certificate of Liability Insurance naming the Town of Guilford as additional insured for the event and a 30-day cancellation notice must be attached to the application before the request will be considered by the Board of Selectmen.
- (e) The Director of Parks and Recreation shall act on behalf of the Town of Guilford as the liaison between the applicant and other town departments once the permit is approved by the Board of Selectmen and shall coordinate and administer these regulations. Upon the recommendation of the Parks and Recreation Director the final authority on cancellation of an event due to inclement weather lies with the First Selectman.
- (f) Care must be taken to minimize damage and wear to the grass areas and the sidewalks. The permittee will be required to pay for the removal of any litter and trash left on the Green after an event. The permittee will be financially liable for any damage caused to the Green by the event.
- (g) Use of public address systems will be allowed only to the extent specified in the permit. The Town reserves the right to regulate the volume of such public address systems to confine the sound as nearly as possible to the area of the Green and to avoid any nuisance to the homes, businesses and churches in the vicinity of the Green.
- (h) The permittee shall provide and pay for such Police protection and security as deemed necessary by the Chief of Police acting on behalf of the Town of Guilford.

- (i) The permittee shall provide and pay for such temporary toilet facilities as deemed necessary by the Health Director acting on behalf of Town of Guilford.
- (j) If food service is offered, the required permit and inspection must be secured from the Health Department.
- (k) Structures, tents and /or electric service require a permit, which must be obtained from the Fire Marshal and/or Building Department.
- (l) No signs will be placed on the Green without the permission of the Board of Selectmen.
- (m) No digging or setting of stakes, etc. is allowed on the Green, except with special permission and supervision from the Parks Department.
- (n) The following are prohibited: signs, placards or wires nailed or stapled to trees. Banners should not be tied to the branches of trees or to the tree trunks. Tree branches should not be pruned to accommodate booths or other structures.
- (o) Where electrical service is necessary a meeting must be held prior to the event with the Town Building Department and a licensed electrician. (Please note: a \$10.00 deposit, with proper signature, will be required to obtain the key to the electrical box which may be signed for at the Selectmen's Office.)
- (p) Any temporary electric service posts must be removed immediately after the event. Grounding rods must be removed and any holes from posts must be filled in.
- (q) No mats, carpets or other solid ground cover (except those used to eliminate tripping hazards) will be allowed on the grass for more than one day.
- (r) For large events requiring more than one day's use of the Green, no more than 2 days prior to use and 2 days following shall be permitted for set up and removal, except by special permission of the Board of Selectmen.
- (s) *All events requiring portable toilets and dumpsters must be mindful and respectful of the residents, churches and businesses around the Green. You will be required to place these items in areas that will not directly impact the neighbors of the Green. Areas depicted on the map by shading shall not be used for placement of portable toilets and/or dumpsters.*
- (t) No alcoholic beverages are allowed on the Green, except through a special provision outlined in Chapter 214-2 (A) of the Town Code Titled Parks and Public Places, which states "It shall be unlawful and an infraction of this chapter for any person within the boundaries of town properties: To consume or have any alcoholic liquors, as defined in Section 30-1 of the CT

Gen. Statutes, of any kind in an open container in his or her possession, except when the governing agency, in its discretion, after receiving the approval of the Board of Selectmen waives the provisions of this subsection by issuing a permit to that effect to any association, club, society or similar organization which applies, in writing, to the governing agency for said permit at least 30 days prior to the date for which the permit is sought.”

- (u) No motor vehicles may be driven and/or parked on the Green without special permission. A permit must be obtained from the Selectmen’s Office. In the event of rain or wet conditions no vehicles will be allowed on the Green.
- (v) The sponsoring organization is responsible for coordinating parking arrangements and for communicating this requirement to the exhibitors.
- (w) Failure to abide by the above Rules and Regulations governing the Guilford Green may forfeit an organization’s ability to use the Green.

Revised and adopted by the Guilford Board of Selectmen on October 2, 2006.

**TOWN OF GUILFORD  
FEE SCHEDULE  
FOR USE OF GUILFORD GREEN**

Town of Guilford Departments and schools.....No Charge

Civic Organizations

(Organizations that do not charge their services to the Community).....No Charge

Non-Profit Organizations

(Organizations that charge a fee for their services to the Community)

1. Non-profit organizations that charge a fee to exhibitors who will earn a profit from the event on the Green.....\$25.00 per exhibitor
  
2. Non-profit organizations that charge a fee for entry, services or products provided at the activity or event on the Green.....\$40.00 per section

Note: If it is necessary to reseed the Green following an event, the Town will request a further contribution

Attached is a map of the Guilford Green showing sections for your information.

All fees collected will be deposited in the Green Beautification Account to be used for improvements and maintenance of the Guilford Green.

BOARD OF SELECTMEN  
TOWN OF GUILFORD

# INDEMNIFICATION AGREEMENT

Description of Agreement with:

\_\_\_\_\_ shall at all times indemnify and save harmless the Town of Guilford, its officers, agents and employees on account of and from any and all claims, damages, losses, judgements, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents and employees of the Town of Guilford or (b) officers, agents and employees of the \_\_\_\_\_ or (c) any other person, which injuries are alleged to have occurred or to have been caused in whole or in part by the acts, omissions, or neglect of the \_\_\_\_\_, represented by \_\_\_\_\_ while engaged in the performance of the event. The existence of insurance shall in no way limit the scope of this indemnification.

STATE OF CONNECTICUT:

Signed

: ss.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and Sworn to before  
me on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Notary Public

# The Guilford Town Green

