



Permission for use of The Guilford Town Green

(File with Selectmen's office with one copy to Green Committee Chair)

Date _____

1. Name of organization _____

2. Purpose of organization _____

3. Person in charge of event _____

Address _____

Phone/Cell _____ email _____

4. Section or sections of Green requested _____

(Please indicate section number, numbers according to attached map)

5. Event to be held _____

Date(s) of event _____ Hours of event _____

6. Purpose of event _____

7. Estimated number of people expected to attend _____

8. Describe security provisions to be provided by applicant _____

9. Describe sanitary facilities to be provided by applicant _____

10. Describe applicant's traffic control measures and parking plans _____

11. Describe clean-up plans _____

12. Will your organization request a sign be placed on the green advertising the event? Yes No.

(If yes, you must fill out a separate form, "Application to Place Sign on Green")

13. Does your organization have any paid staff? Yes No

14. Do you charge an entrance fee for your event? Yes No

15. Is this a fund raising event? Yes No

(If any box is checked yes, see "Fee Schedule for use of the Guilford Green")



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 nonprofit 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. A copy will be submitted to the chair of The Green Committee.
- (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 dates.
- (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.
- (d) A certificate of liability insurance naming the Town of Guilford as additional insured for the event and with 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 and/or Environmental Planner 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) No motor vehicle of any kind may be driven or parked on the Green without special permission. A permit must be obtained from the Selectmen's office and displayed on the vehicle for any exceptions. **In the event of rain, snow, or wet conditions absolutely no vehicles will be allowed on the Green.**
- (g) Unloading and loading are to be done from a legal parking area around the perimeter of the Green.
- (h) The sponsoring organization is responsible for coordinating parking arrangements and for communicating these requirements to exhibitors.
- (i) 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. In addition the permittee will be required to pay for extra trash receptacles as needed. The permittee will be held financially liable for any and all damage caused to the Green by the event.

- (j) For large events requiring more than one days 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.
- (k) 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 refundable deposit, with return of key, with proper signature, will be required to obtain the key to the electrical box which must be signed at the Selectmen's office).
- (l) Any temporary electrical service posts must be removed immediately at the events conclusion. Grounding rods must be removed and any holes from posts filled in and reseeded if necessary.
- (m) Structures, tents, and or electrical service will require a permit, which must be obtained from the Fire Marshal and/or Building Department.
- (n) No digging or setting of stakes, etc. is allowed on the Green, except with special permission and supervision from the Park and Recreation Department.
- (o) No mats, carpets or any other solid ground cover (except those used to eliminate tripping hazards) will be allowed on the grass for more than one day. Any damage caused by mats must be repaired.
- (p) 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 to avoid any nuisance to the homes, business and churches in the vicinity of the Green. The Town of Guilford's noise ordinance will also be adhered to.
- (q) If food service is to be offered, the required permit and inspection must be secured from the Health Department.
- (r) Open fires are prohibited except by special permission of the Board of Selectmen. Grills are prohibited except for food concessions or by special permission of the Board of Selectmen
- (s) The permittee shall provide and pay for such temporary toilet facilities as deemed necessary by the Health Director acting on behalf of the Town of Guilford.
- (t) *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 attached map by shading shall not be used for placement of portable toilets and or dumpsters.***
- (u) 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.
- (v) No signs will be placed on the Green without the necessary, "Application to Place Sign on the Guilford Green".

(w) The following are prohibited: signs, placards or wires nailed or stapled to trees. Banners should not be tied to trees in any manner. Tree branches will not be pruned or tied back to accommodate booths, tents, or other structures.

(x) 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 Connecticut General 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."

(y) Failure to abide by the above regulations governing the Guilford Green may forfeit an organizations ability to use the Green.

It is our hope that you will return the Green in as good if not better shape than when you have used it. Any and all costs to repair damage to the Green will be assessed to the organization using the Green.

Signature of Applicant _____

Revised and Adopted by the Guilford Board of Selectmen on: May 16, 2016
Effective: June 1, 2016



Fee Schedule for Use of the Guilford Green

1. Town of Guilford Departments and Guilford Schools: **No Charge.**
2. Guilford Civic Nonprofit organizations with no paid staff: **No Charge.**
3. Nonprofit Guilford organizations with paid staff - fund raising event with no entry fee: **\$50 per section per day not to exceed \$300 for the total event.**
4. Nonprofit with paid staff that will charge an entry fee for services or products provided at the event on the Green: **\$50 per section per day and \$30.00 per exhibitor and concession who are charged a fee.**

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.

-----FOR OFFICE USE ONLY-----

PLEASE FILL OUT THE SECTION BELOW WHEN PAYMENT IS MADE

Name of Organization _____

Does the organization have any paid staff? Yes No

Is this a fund raising event? Yes No

Does the organization charge an entrance fee for the event? Yes No

Total sections used _____ Number of exhibitors _____

Number of concessions _____

Fee Paid _____ Date _____

All fees collected will be deposited in The Guilford Green account to be used for improvements, maintenance, and beautification of the Guilford Green

Adopted by the Guilford Board of Selectmen on: May 16, 2016

Effective: June 1, 2016



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, judgments, 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

COUNTY OF:

Printed Name: _____

Title: _____

Date: _____

Subscribed and Sworn to before me

on this _____ day of _____ 20__

Notary Public

The Guilford Town Green

