

TOWN OF STONINGTON
SPECIAL EVENTS POLICY
USE OF TOWN PROPERTY INCLUDING STREETS
FOR
NON-TOWN SPONSORED EVENTS

This policy is adopted as a guide for establishing minimum standards governing the use of Town property, including roads and streets, for special events which are **not** sponsored by the municipality. The objective of this policy is to insure the safest possible conditions for event participants and spectators and to protect the Town against loss resulting there from.

For the proposed use of Town property a sponsoring agency/organization must submit a written request at least 30 days in advance of the event. Such sponsor will be responsible for protecting the town against any loss incurred as a result of any activities allowed in conjunction with the event.

The request for use of Town property will be submitted on the enclosed application.

INSURANCE REQUIREMENTS

The sponsoring agency/organization will carry the following minimum insurance coverages with an insurance company/ies licensed in the state of Connecticut and approved by the Town. All policies will provide a 30 day notice of cancellation, as well as a 10 day notice of any material change in the policies to the Director of Administrative Services. Certificates of insurance will be presented to the office of the Director of Administrative Services for approval two weeks **prior** to the event.

The following coverages and limits will be provided:

Commercial General Liability:

Limits of Liability:

Bodily Injury	General Aggregate Limit	\$1,000,000
(Other than Products/Completed Operations)		
Products/Completed Operations		\$1,000,000
Personal & Advertising Injury		\$1,000,000
Each Occurrence		\$1,000,000

Coverages

Premises/Independent Contractors
Contractual/Completed Operations/Products.

Automobile Liability:

Limits of Liability:

Bodily Injury: Per Person	\$1,000,000
Aggregate	\$1,000,000
Property Damage	\$1,000,000

Coverages:

All owned/non-owned/hired/borrowed.

The *Town* shall be added as an additional named insured to the agency/organization's **Commercial General Liability and Auto policies** and so stated in certificates.

APPLICATION FOR USE OF TOWN PROPERTY
of the
TOWN OF STONINGTON

Town facility to be used: _____

Description of the event to be held: _____

Date of the event:

Time of the event:

From: _____ To: _____

Contact person:

Name

Phone Number

In consideration for the use of Town property listed above (agency/organization) _____ agrees that it will indemnify and hold harmless the *Town* and its respective officers, agents and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same maybe caused resulting directly or indirectly by any act or omission of the agency/organization, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage to property directly or indirectly, including the loss of use resulting there from as permitted by law unless and to the extent caused by the Town's wilful acts.

Signature of Responsible Party

Dated

Printed name of Responsible Party

Received by the Town of Stonington:

Name

Date