

**TOWN OF MANCHESTER
RECREATION DIVISION
FACILITY USE APPLICATION/AGREEMENT/INSURANCE MEMO**

FACILITY BEING REQUESTED (specific name and location of building, park, etc.):

TYPE OF EVENT: _____

DATES, DAYS OF THE WEEK AND TIMES (including setup and cleanup) BEING REQUESTED:

NUMBER OF PEOPLE EXPECTED EACH USE/DAY (Please note that any event expecting over 300 participants is considered a "special event" and may require an Emergency Medical Services Plan): _____

NAME OF ORGANIZATION (Please also make note if non-profit): _____

CONTACT PERSON NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

SPECIAL REQUESTS (trash barrels, dumpster, bathrooms/porta toilets, electrical access etc.): _____

WILL FOOD BE SERVED AT THIS EVENT? (If yes, please contact the Health Department at 860-647-3173 for proper paperwork and approval. The Recreation Division must receive notice from the Health Department prior to your approval.): _____

WILL FOOD BE COOKED AT THIS EVENT? (If yes, please contact both the Health Department at 860-647-3173 and the Fire Department at 860-647-3267 for proper paperwork and approval. The Recreation Division must receive notice from both the Health Department and the Fire Department prior to your approval.): _____

WILL 51% OF ATTENDEES BE MANCHESTER RESIDENTS?: _____

WILL TICKETS, ADMISSION, FEES, PLEDGES OR DONATIONS BE COLLECTED FOR THIS EVENT? (If yes, please explain.): _____

WILL SALES OR MONEY TRANSFERS TAKE PLACE AT THIS EVENT? (If yes, please explain.): _____

I agree to hold the Town of Manchester harmless and indemnified. I agree to protect the Town of Manchester from any claim or damages of any nature whatsoever resulting from the use of said premises by me, my agents, representatives, invitees or any other person, including but not limited to, any expense (including attorneys' fees) in defending any such claim or claims, the repair of any damage to Town of Manchester property, etc.

SIGNATURE: _____ DATE: _____

ADDRESS/PHONE/EMAIL (If different from contact person listed above): _____

HOLD HARMLESS AGREEMENT

NON-INDIVIDUAL USERS OF TOWN OF MANCHESTER FACILITIES

_____ (name of organization) hereinafter referred to as "Lessee", agrees to indemnify, defend and hold harmless the Town of Manchester, hereinafter referred to as "Lessor", its officers, agents and employees from any and all claims, damages, losses and expenses including legal fees arising in and from the activities of the Lessee and/or the Lessee's guests or invitees during the term of the field use agreement.

Company or Organization

By (contact name) duty authorized

Date

-----**FOR DEPARTMENTAL USE ONLY**-----

APPLICATION APPROVED: _____ BY: _____ DATE: _____

BUILDING USE FEE OF: _____ IS CHARGED PER HOUR FOR _____ HOURS TOTAL, WITH TOTAL FEE BEING: _____

-or-

FLAT FEE CHARGED FOR USAGE: _____

If extra charges occur (staffing, cleaning fees, etc) please explain here: _____

FEE RECEIVED BY: _____ DATE: _____

EVENT TO BE SUPERVISED BY: _____

HOLD HARMLESS AGREEMENT SIGNED: _____ INSURANCE CERTIFICATE RECEIVED/DATE: _____

ENTERED INTO FACILITY SUPERGRID & SPECIAL EVENTS SPREADSHEET STAMP/DATE:

IMPORTANT MEMO

TO: Field and Facility Users

FROM: Manchester Recreation Division

RE: Insurance Certificates

In conjunction with a request by the Director of Finance for the Town of Manchester, all fields and facility requests must be accompanied by an insurance certificate to the Town of Manchester Recreation Division prior to approval of that use.

All certificates must state on them the date of the event, which facility is to be used and list the Town of Manchester as additional insured. Each certificate must be in the amount of a \$2,000,000 policy aggregate with a \$1,000,000 per occurrence.

If you have any questions or concerns please contact the main office at 860-647-3084.