

**TOWN OF MANCHESTER
MANCHESTER PARKS & RECREATION DEPARTMENT
FACILITY USE APPLICATION/AGREEMENT**

FACILITY REQUESTED _____

DATE OF EVENT _____ NUMBER EXPECTED _____

TIME OF EVENT (FROM) _____ (TO) _____ TYPE OF EVENT _____
(Includes setup and cleanup)

NAME OF ORGANIZATION _____

CONTACT PERSON _____ PHONE _____ CELL _____

CHECK REQUESTED SPACE AND EQUIPMENT

_____ Meeting Rooms (how many) _____ Gym _____ Pool _____ Other (specify) _____

_____ Kitchen _____ Tables (how many) _____ Chairs (how many) _____

WILL THIS BE A SMOKE FREE/TOBACCO FREE EVENT? _____ Yes _____ No

WILL FOOD BE SERVED AT THIS EVENT? _____ Yes _____ No
If yes, please contact the Health Dept. at 860-647-3173 for proper paperwork and approval. Parks and Recreation must receive notice from the Health Department prior to your approval.

WILL FOOD BE COOKED AT THIS EVENT? _____ Yes _____ No
If yes, please contact both the Health Dept. at 860-647-3173 and the Fire Dept. at 860-647-3267 for proper paperwork and approval. Parks and Recreation must receive notice from the Health and Fire Departments prior to your approval.

WILL AT LEAST 51% OF ATTENDANCE BE MANCHESTER RESIDENTS? _____ Yes _____ No

WILL TICKETS, ADMISSION, FEES, PLEDGES OR DONATIONS BE COLLECTED FOR THIS EVENT?
_____ Yes _____ No IF YES, EXPLAIN _____

ARE SALES OR MONEY TRANSFERS PLANNED TO TAKE PLACE AT THIS EVENT?
_____ Yes _____ No IF YES, EXPLAIN _____

I agree to hold the Town of Manchester harmless and indemnified and to protect the Town 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 attorney's fees) in defending any such claim or claims, and including the repair of any damage to Town property.

SIGNATURE _____ DATE _____

ADDRESS _____ PHONE _____

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

Application approved Yes _____ No _____ By _____ Date _____

A building rental fee of _____ is charged _____ department staff required at _____

Per hour for _____ hrs. totaling _____ Total fee due _____

Fee received _____ by _____ Date _____

To be supervised by _____

HOLD HARMLESS AGREEMENT

Non-Individual Users – Town of Manchester Facilities

_____ 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 building use agreement.

Company or Organization

By (name) duly authorized

Date

MEMORANDUM



Parks & Recreation

Department

39 Lodge Drive

Manchester, CT 06040

TO: Field and Facility Users

RE: Insurance Certificates

In conjunction with a request by the Director of Finance of the Town of Manchester, all fields and facility requests must be accompanied by an insurance certificate to the Town of Manchester Parks and Recreation Department 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 \$2,000,000 policy aggregate with a \$1,000,000 per occurrence.