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 may be 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