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 for approval **two weeks prior** to the event.

The following coverage 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

Automotive 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.