

Application to hold an Event at Town Property

Adopted: Dec. 11 2018 by the Board of Selectmen

Town-owned land and buildings are public and a permit to reserve public space does not allow the permit holder to prevent anyone from entering the space. It is not permitted to charge an entrance fee to events on Town-owned land.

Organizations or individuals wanting to hold an event on Town property must fill out an application. Applications are available online or at the First Selectman's office during normal business hours. Applications must be submitted at least two months prior to the desired event date(s).

Applications will be reviewed by the Board of Selectmen at its monthly meeting. If approval is granted it is non-transferable and only valid for the date, time and activity specified.

Evidence of insurance may be required before final approval is granted. A certificate of liability insurance naming the Town of Woodbridge as additional insured may be required for the event (see page 4 for details). Some events may require a higher limit of insurance.

Upon approval, the applicant may be required to pay a fee of \$60 per hour per staff member required to be on-site of the event, for a minimum of four hours, to cover the Town's costs.

Fee schedule to reserve use of Town property:

Town, Woodbridge School District and Amity Regional School District events:	Free.
Woodbridge civic or nonprofit organizations with no paid staff:	Free
Woodbridge nonprofit organizations with paid staff:	\$50/day

Care must be taken to minimize damage and wear to Town property. Applicants may be required to pay to cover additional costs incurred for cleaning up after an event and may be held financially liable for any and all damage caused to Town property by the event.

Applicant shall provide and pay at its sole cost for police protection and security as deemed necessary by the Chief of Police.

In the event of rain, snow or wet conditions absolutely no vehicles will be allowed on the Green. Outdoor events will not be allowed to move to an indoor location without prior permission.

In the event of inclement weather, the First Selectman's Office reserves the right to cancel the event.

Application to Hold an Event on Town Property

Date of application _____

Name of organization: _____

Purpose of organization: _____

Person in charge of event: _____

Phone – home: _____ cell: _____

Email: _____

Address: _____

Type of event (rally, concert, fair, picnic, other) _____

Location of event: _____

Purpose and description of event: _____

Date(s) of event: _____ Time(s): _____

Estimated number of attendees: _____

Event Checklist

Please indicate whether the following items pertain to your event

Yes No

Will food be served?

If yes, is it: food from home potluck caterer food truck other
If food is for sale, the vendor will need a vending permit from the Woodbridge Police Department and will need to provide the Town with a certificate of insurance (see page 4 for details). If food is provided, under certain instances a Quinnipiack Valley Health Department permit may be required.

Will there be alcohol?

No alcohol shall be consumed or possessed at the event without prior Police Department approval. Applications are available through the Police Department. Alcohol may only be sold with a State liquor license.

Will streets and/or sidewalks be blocked or closed?

Will you have vendors?

If items are for sale, the vendor will need a vending permit from the Woodbridge Police Department and will need to provide the Town with a certificate of insurance (see page 4 for details).

Will you have canopies, tents and/or enclosures? (If yes, dimensions: _____)

If you plan to erect a structure that is a certain size or larger or has side walls, the Building Official will need to issue a permit (see page 6 for details).

Will you have portable toilets? If so, how many? _____

For events that last more than one day, toilets must be cleaned daily.

Will you have entertainment? If so, please describe: _____

Will you have amplified sound?

Are you requesting permission to place A frame signs/banners?

Will any set-up be required? If so, please describe:

Signature of applicant: _____

Printed name of applicant: _____

INTERNAL USE ONLY

Received by: _____

Date: _____

Request APPROVED DENIED by the Board of Selectmen on _____

Insurance Requirements

User shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Woodbridge as an Additional Insured on a primary and non-contributory basis to all policies. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Woodbridge.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	Medical Pay	\$5,000

Original, completed Certificates of Insurance must be presented to the Town of Woodbridge prior to contract issuance. User agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

The Town reserves the right, in certain instances, to require workers' compensation and/or other insurance.



SECTION 3103 TEMPORARY STRUCTURES

3103.1 General. The provisions of Sections 3103.1 through 3103.4 shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with the *International Fire Code*. Those erected for a longer period of time shall comply with applicable sections of this code.

3103.1.1 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, *means of egress*, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

3103.1.2 Permit required. Temporary structures that cover an area greater than 120 square feet (11.16 m²), including connecting areas or spaces with a common *means of egress* or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a *permit* from the *building official*.

3103.2 Construction documents. A *permit* application and *construction documents* shall be submitted for each installation of a temporary structure. The *construction documents* shall include a site plan indicating the location of the temporary structure and information delineating the *means of egress* and the *occupant load*.

3103.3 Location. Temporary structures shall be located in accordance with the requirements of Table 602 based on the *fire-resistance rating* of the *exterior walls* for the proposed type of construction.

3103.4 Means of egress. Temporary structures shall conform to the *means of egress* requirements of Chapter 10 and shall have an *exit access* travel distance of 100 feet (30 480 mm) or less.