



TOWN OF SOUTHBRIDGE APPLICATION FOR USE OF TOWN PROPERTY

_____ Town Common _____ Central Street Pedestrian Plaza

_____ Other _____
(Please state which property will be utilized)

Applications to use Town property, under the jurisdiction of the Town of Southbridge, must be completed and submitted a minimum of 30 days prior to the date of event.

The following guidelines have been established by the Town of Southbridge for use of Town property

- Any non-profit organization or any recreation group may request to use these facilities
- Each group shall make sure the facility is cleaned and left in good condition
- Any damage to the area will be the responsibility of the said group
- Any open flame must have a permit from the Fire Department
- Use of electrical outlets at the area is allowed
- Use of PA system is allowed between 9AM and 9PM, provided noise is kept at a reasonable level
- Any structures (tents, portable toilets, amusement rides, etc.) must have permission from the Town's Building Inspector & Fire Department. Portable toilets must be accessible by disabled persons
- The group must check with the Police Department to see if it is necessary to have an Officer on Duty and if so pay any costs associated with this in advance of the event
- No parking is allowed on the grass of Town property
- Use is subject to availability and priority is given to Southbridge residents

*Name of Organization: _____

*Name of Applicant: _____ Title/Position: _____

*Email: _____ *Phone: _____

*Address of Organization/Person: _____

*Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Rain Date: _____ **Rain date availability is not guaranteed!**

*Description of Use/Event: _____

*Is your organization/activity insured? ___YES ___NO (If yes, by whom?) _____

If yes, a Certificate of Insurance must accompany this application, The Town of Southbridge to be named as additional insured.

*Certificate of Insurance provided? _____ YES _____ NO

*Will food/beverages be served? _____YES _____NO

If yes, a Health Permit must be obtained from the Board of Health prior to event. (508) 764-4252

*Is electricity needed the day of the event? _____YES _____NO

If electricity is needed, a \$50 deposit is required for keys to electrical box. Deposit due when keys are picked up, 2-3 days prior to event - Cash or Check (payable to the Town of Southbridge). Deposit will be refunded when key is returned to Town Manager’s Office within 3 days after event.

For electricity at the Central Street Pedestrian Plaza please give at least 7 days’ notice.

*Approximate # of people attending this event _____

If this activity involves more than 100 people at any one time, you may need to hire a police officer from the Southbridge Police Department. Cost of an officer is the responsibility of applicant. You will be notified if an officer is required.

*Will a fire permit be necessary? _____YES _____NO

*Will a tent be used? _____YES _____NO How many? _____Tent Size _____

Tent must be removed within 24 hours of event. For assistance with Tent guidelines please contact the Building Inspections Dept. (508) 764-5412.

Describe special equipment required or any other special instructions: _____

Waiver: All organizations must recognize the fact that accidents can and do happen and that injuries can range from mild to severe. In extreme cases, death may occur. By signing this application, I, the requestor for myself and the organization, acknowledge these facts and agree to abide by all rules and regulations. I/We assume all risks associated with this event. Having read this waiver and knowing these facts, and in consideration of your accepting my request, I/we and anyone entitled to act on my/our behalf, waive and release the Town of Southbridge and its employees, its officers, board members, agents and volunteers, all sponsors, their representatives and successors, as well as any other association connected with this event, their representatives, successors, and assignees from all claims or liabilities of any kind arising out of this event including death, even though that liability may arise out of my/our negligence or carelessness on the part of any person named in this waiver. I/We grant permission to all of the foregoing to use any photograph, motion pictures, recordings or any other record of this event for any legitimate purpose. I will abide by these guidelines.

I understand that the Town Manager for the Town of Southbridge is authorized to grant or deny permission to the use of any Town facility. I certify that I have read and understand the conditions for use of the Town property as included with this application. I further certify that the purpose for which this application is made will not violate any of the conditions.

*Signature: _____ Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT BY AND BETWEEN

Please list affiliation (Name or Organization)

AND THE TOWN OF SOUTHBRIDGE, MASSACHUSETTS 01550

In consideration of the permission granted by the Town of Southbridge, to the undersigned, to use Town property for the purpose of _____ (state nature of activity), the sufficiency of which is hereby acknowledge, the undersigned hereby agrees to indemnify and hold the Town of Southbridge harmless from and to remise, release and forever discharge the Town of all debts, demands, actions, causes of actions, suits, dues, sum and sums of money, accounts, reckoning, bonds, specialties, convents, contracts, controversies, agreements, promises, doings, omissions, variances, damages, liabilities, and any and all claims, demands and liabilities whatsoever of every name and nature, both in law and equity, which are brought, or may be brought against the Town or its successors and assigns arising out of the undersigned's use of the above property, intending hereby to release all claims which have been made, could have been made or may be made with regard to the above property by the undersigned or any other third party.

Executed as a sealed instrument this day and year first written above.

Applicant signature

Date

Applicant Address

!!CLEANUP AFTER EVENT IS THE RESPONSIBILITY OF THE APPLICANT!!

FOR OFFICE USE ONLY

BUILDING INSPECTORS PERMIT PROVIDED: YES NO _____ **Initials**
POLICER OFFICER WILL BE IN ATTENDANCE: YES NO _____ **Initials**
FIRE PERMIT HAS BEEN PROVIDED: YES NO _____ **Initials**
HEALTH PERMIT NEEDED: YES NO _____ **Initials**
ELECTRICITY NEEDED: YES NO _____ **Initials**