



**Borough of Fenwick**  
**580 Maple Avenue**  
**Old Saybrook, Connecticut 06475**

### **Request for Use of Borough Property**

Location / Facilities Requested: \_\_\_\_\_

Date and Time of Use (Beginning and end of event to include set-up and clean-up)

Beginning Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Event: \_\_\_\_\_

Personal Contact(s) for This Event (must be present at all times during the event):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Detailed Description of Request:


Outside Vendors to Be Used (name and phone):


Anticipated Number of Participants: \_\_\_\_\_ Anticipated Number of Vehicles: \_\_\_\_\_

#### Terms of Use:

1. The applicant(s) agree to supervise all activities conducted on the facilities of the Borough of Fenwick which are the subject of this application and will ensure that all necessary and appropriate steps are taken to guarantee that such activities are conducted in a safe manner and in such a way as to not cause any nuisance or annoyance to others.
2. The applicant(s) shall ensure that all activities which are conducted on such facilities comply with all applicable governmental laws, ordinances, and regulations.
3. The applicants and each of them, if there is more than one, shall fully indemnify and hold harmless the Borough of Fenwick and its officers, employees, and agents from and against any and all claims, actions, rights of action, suits, judgments, and/or damages which may be made, alleged, claimed or determined to exist against the Borough or any of its officers, employees or agents which arise out of the use of the facilities of the Borough of Fenwick, as contemplated by this application, by the applicant(s) or any of them or by any of their agents, guests or invitees.

4. The applicant(s) shall maintain liability insurance insuring against any such claims, action, rights of action, suits or judgments which may be made arising out of the use of such facilities and shall furnish a certificate of insurance evidencing that such insurance is in effect in the amount of one million dollars per occurrence as a minimum.

5. The facilities which are the subject of this application shall only be used during the periods of time set forth herein and specifically authorized by the Borough and shall end no later than the time specified here in.

6. The facilities shall be kept neat, clean and in good order while used by the applicant(s) and shall be promptly restored by the applicant(s) to the condition which existed at the time when the applicant(s) commenced use of such facilities.

7. The applicant(s) shall comply with any other rules or regulations relating to the use of these facilities which may be attached hereto or otherwise delivered to the applicant(s) by the Borough of Fenwick or its officers or agents. This may include but not limited to the requirement of a deposit.

8. The Borough may cancel or terminate this event if circumstances warrant or the applicant(s) fail to comply with the terms.

By executing this application, the undersigned applicant(s) hereby represent that they will comply with each of the foregoing terms.

\_\_\_\_\_  
*Printed Name and Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name and Signature of Applicant*

\_\_\_\_\_  
*Date*

Approved:                       Denied

Special Notes or Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Borough of Fenwick

By: \_\_\_\_\_

Date: \_\_\_\_\_