



Borough of Fenwick
580 Maple Avenue
Old Saybrook, Connecticut 06475

Request for Use of Borough Property

This form shall be accompanied by a non-refundable fee in the amount of \$500.

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: _____

Fenwick Address of Applicant: _____

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: _____ A parking plan shall be submitted for approval at least 90 days prior to the event.

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 two million dollars per occurrence as a minimum. **Said certificate of insurance shall name the Borough of Fenwick, including its officers, directors, agents, residents, and employees as an additional insured and shall be submitted 60 days prior to the event.**

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. **The applicant(s) shall submit a \$1,000 security deposit 60 days prior to the event**, which deposit shall be refunded after the event is complete, tents removed, and site cleaned up.

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: _____