



PERMIT PROCEDURE FOR THE USE OF THE TOLLAND GREEN

FOR PUBLIC GATHERINGS, EVENTS AND COMMERCE

Tolland Green has traditionally been a focal point for events by non-profit organizations, celebrations, local produce sales and the like. The Tolland Town Council has been given the authority and responsibility to approve and manage the use of the Green for these types of events, and wholly supports this traditional use of the Green.

The Council also directs and oversees the restoration of the Green. The Council will need to manage the events in order to minimize impact to recently restored areas, while still providing opportunities for public use of this town property.

Effective immediately, a permit will be required for all Tolland Green events. A permit can be obtained in the Town Manager's Office. The permit must be approved by the Town Manager (or his delegate). In order to assure your event can be approved, please submit the application at least one week in advance of the event date(s). There will be **no fee** for these permits.

The following regulations will apply to all uses of Tolland Green:

- 1) Parking of motor vehicles on the greensward is prohibited unless specifically authorized by the Town Manager.
- 2) Tents and other temporary shelters may be erected on the Green, including those requiring stakes. Please try to minimize the damage to turf.
- 3) Portable rest-room facilities may not be placed on the grass.
- 4) The Town will not provide use of electrical outlets for events. The use of a generator(s) must be approved by the Fire Marshal, prior to the event.
- 5) The condition of Tolland Green must be left as it was before the event. A damage assessment will be made after each event, and the permittee will be financially responsible for the repair of that damage. A deposit may be requested as a pre-condition of approval, at the discretion of the Town Manager.
- 6) Requests for specific locations on the Green will be honored to the best of our ability. All requests will be on a first come, first serve basis.
- 7) The permittee will be responsible for compliance. Failure to comply with these regulations will result in revocation of the permit, and possible denial of future applications.

8) Organizers for any event using the Green shall file with the Town Manager “a” or “b” below:

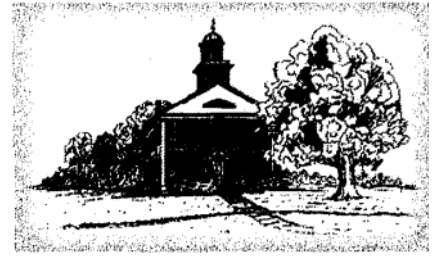
- a. An insurance certificate evidencing commercial general liability insurance with limits of a minimum of \$300,000 per occurrence for third party bodily or property damage claims. The Town of Tolland shall be included as additional insured.
- b. If agreed to by the Town of Tolland prior to the specified Town Green use, a waiver of commercial general liability insurance requirement, signed by the organizer(s) of the event, accepting liability for third party bodily injury or property damage arising from the negligence of organizer or his/her/its/their employees, volunteers, agents, and participants.

With your help, the Tolland Green will continue to be a beautiful and popular location for the community to use for years to come. We very much appreciate your support and understanding; please call the Town Manager's Office at 871-3600 if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Foley', with a long horizontal flourish extending to the right.

Brian Foley
Town Manager



Permit for Use of Tolland Green

Name of Applicant _____

Name of Organization _____

Address _____

Phone Number _____

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

Describe the Event (purpose, types of activities, etc.) _____

Preferred Area for Event: Please mark the map of the Green (2nd page) to show your primary and secondary preferences of set-up location.

Please list all types of equipment that will be used and set up on the Green during your event (tents, tables, cooking equipment, etc.)

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- 7) *The permittee will be responsible for compliance. Failure to comply with these regulations will result in revocation of the permit, and possible denial of future applications.*
- 8) *Organizers for any event using the Green shall file with the Town Manager "a" or "b" below:*
 - a. *An insurance certificate evidencing commercial general liability insurance with limits of a minimum of \$300,000 per occurrence for third party bodily or property damage claims. The Town of Tolland shall be included as additional insured.*
 - b. *If agreed to by the Town of Tolland prior to the specified Town Green use, a waiver of commercial general liability insurance requirement, signed by the organizer(s) of the event, accepting liability for third party*

bodily injury or property damage arising from the negligence of organizer or his/her/its/their employees, volunteers, agents, and participants.

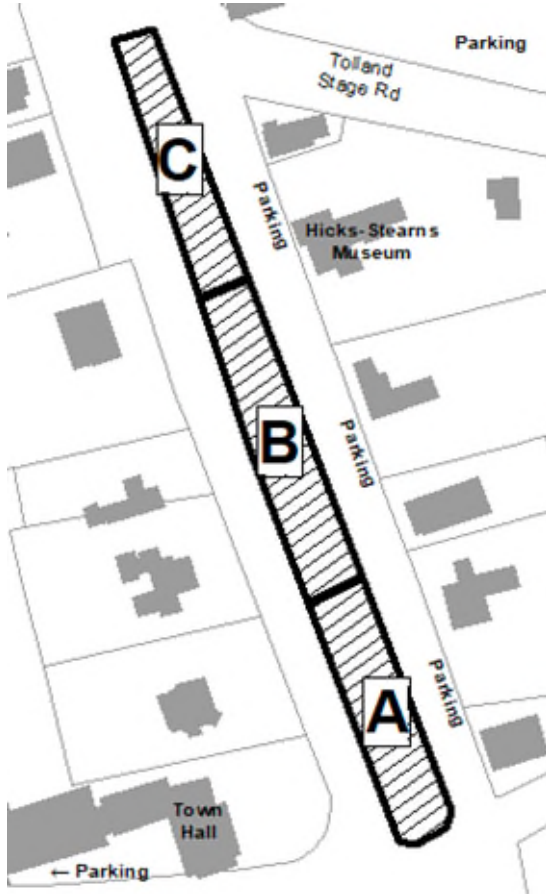
I have read the above rules and understand that I am personally responsible for compliance to these rules during this event.

Signature of Permittee

Date

MAP of Tolland Green area

Tolland Green- South Green



Tolland Green- North Green



Restrictions: The following restrictions will be in place for this event:

Approvals:

Town Manager

Date