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, which to date has included the addition of the reproduction lampposts, grading, curbing and re-seeding of the South Green, and the re-planting of American Elm trees. More work is planned for the Green in years to come. 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 precious 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) Motor vehicles are not to be parked or driven onto the grass.

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.

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) The permittee should provide evidence of general liability insurance in the amount of $300,000 combined single limit or bodily injury and/or property damage with the Town of Tolland named as an additional insured on the policy. The Town Manager reserves the right to waive the need for this insurance.

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,

Michael Rosen
Town Manager
Permit for Use of Tolland Green

Name of Applicant ________________________________

Name of Organization ________________________________

Address ________________________________

Phone Number ________________________________

Date(s) 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.)

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

1) Motor vehicles are not to be parked or driven onto the grass.

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.

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) The permittee should provide evidence of general liability insurance in the amount of $300,000 combined single limit or bodily injury and/or property damage with the Town of Tolland named as an additional insured on the policy. The Town Manager reserves the right to waive the need for this insurance.

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Approvals:

Town Manager __________________________ Date __________________________