



TOWN OF SOUTHBRIDGE
APPLICATION FOR USE OF TOWN PROPERTY

_____ Town Common
_____ Central Street Pedestrian Plaza
_____ Other _____
(Please state which property will be utilized)

Individual or groups requesting to use Town property under the jurisdiction of the Town of Southbridge must complete and submit this application **no later than 30 days prior** and **no more than 90 days prior** to the date of requested use.

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

- Any non-profit organization or any recreation group may request to use these facility
- 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 (Day): _____ (Evening): _____

Address of Organization/Person: _____

Start Date: _____ Time: _____ End Date: _____ Time: _____ Rain Date: _____

Description of Use: _____

Is your organization/activity insured? ____ Yes ____ No (If yes, by whom?) _____

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

Will food or beverages be served? ____ Yes ____ No (If yes, has a Health Permit been obtained?) ____ Yes ____ No

Permits must be picked up through the Board of Health 7 days prior to the event. BOH: 508 764-4252

CC: Town Manager
Police Department
Fire Department

Board of Health/Inspections
Department of Public Works
Building Inspector

Is electricity needed the day of the event? Yes No

If electricity is needed when using the Town Common, a \$50 deposit is required for keys to the electrical box. Deposit may be made when keys are picked up, 2-3 days prior to the event. Check made payable to the Town of Southbridge and brought to Town Manager's Office 41 Elm Street, Southbridge, MA 01550. Keys may also be picked up from this office.

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 either coming and going, then you must obtain prior approval from the Southbridge Police Department.

Will the event require a Police Officer? Yes No

Will a fire permit be necessary? Yes No

Tent Size _____ will be on Town property from _____ to _____. **Tent must be removed within 24 hours.** 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: _____

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FOR OFFICE USE ONLY

APPROVED: YES NO

REASON: _____

If Applicable:

CERTIFICATE OF INSURANCE PROVIDED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BUILDING INSPECTORS PERMIT PROVIDED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
POLICE OFFICER WILL BE IN ATTENDANCE:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FIRE PERMIT HAS BEEN PROVIDED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ELECTRICITY NEEDED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HEALTH PERMIT NEEDED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
KEY DEPOSIT REQUIRED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, Check # is _____		

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

Applicant Address

Dated: _____