

TOWN OF WOODBURY

Selectmen's Office
281 Main Street South
Woodbury, Connecticut 06798

TELEPHONE: (203) 263-2141

FAX: (203) 263-4755

INSURANCE REQUIREMENTS FOR PROPERTY RENTALS

FOR BUSINESSES, CHURCH GROUPS, SOCIAL CLUBS, CIVIC ORGANIZATIONS:

Commercial General Liability (1988 ISO Occurrence Form or equivalent)

Limits: \$1,000,000 - Each Occurrence for Bodily Injury & Property Damage
\$1,000,000 - General Liability Aggregate Limit

OR

Special Event Liability policy

Limits: \$1,000,000 - Each Occurrence for Bodily Injury & Property Damage
\$1,000,000 - General Liability Aggregate Limit

FOR INDIVIDUALS FOR PARTIES, GATHERINGS:

Special Event Liability policy

Limits: \$1,000,000 - Each Occurrence for Bodily Injury & Property Damage
\$1,000,000 - General Liability Aggregate Limit

Town of Woodbury must be listed as additional insured. Coverage is to be primary and non-contributory. Endorsement form must be attached to certificate of insurance. Sample language in an insurance policy indicating this endorsement may read: *"It is agreed that the Town of Woodbury are hereby named as additionally insured with respect to (activity being performed). We (insurance company) agree to investigate and defend the insured against all claims for damage"*.

Please contact your insurance agent to request a Certificate of Insurance (COI.) If you do not have a General Liability policy, please ask your agent to obtain a Special Event Liability policy.

Insurance carriers providing the required insurance coverage must have an A.M. Best's financial rating of "A-VII" or better.

**TOWN OF WOODBURY PARKS & RECREATION
SPECIAL EVENT APPLICATION RECREATION
FACILITIES**

Applicant/Organization: _____

Representative Responsible: _____

Representative's Address: _____

Representative's Telephone: Home: _____ Work: _____ Email: _____

Date of Event: _____ Set up time _____ Departure time _____

Facility Requested: _____

Are alcoholic beverages being sold or served? _____

Number of Participants: _____ Number of Participant Vehicles: _____

Estimated Number of Spectator Vehicles: _____

Is admission being charged? _____

If so, how much and for what purpose? _____

Do you require electricity: _____

Will you be bringing any special equipment for your event? (ie propane grill?) If so, please describe: _____

Applicant/Representative Signature: _____ Date: _____

****Please also sign the Hold Harmless and Indemnification Clause on the Reverse of this form****

Parks & Recreation Commission Approval: _____ Date: _____

Police Officer Required: Yes: _____ No: _____

Zoning Approval: _____ Date: _____
Town Planner _____

The applicant/organization agrees to adhere to the provisions provided in Woodbury Town Ordinance, Chapter 116-1 Parks & Recreation Facilities, Article II, Section 7-170 – 7-186.

Under Connecticut General Statute 52-572.....A parent or guardian is liable for damage caused by a minor up to the maximum of \$5,000.

For Office Use Only:
Deposit – Amount: _____ Date Rec'd: _____ Approval to Refund Deposit: _____ Date Refunded: _____

Fee – Amount: _____ Date Rec'd: _____

Insurance Certificate – Date Rec'd: _____ Expires: _____

Application Procedures

Fill out Application

Applications for each calendar year will be accepted 8 months prior to the event

Applications should be filed at least 30 days in advance

All applications need to be approved by Parks and Recreation Commission, which meets on the 1st Tuesday of every month at 7:00 pm in the Rec. House

A \$50 (fifty dollar) deposit check should be made out to the Town of Woodbury and will be returned after the event if the facility is left as found

Fees – to be determined depending on size and type of event

Insurance – please see attached notice of insurance requirement.

Any special equipment brought in for an event must be removed at the conclusion of the event unless arrangements are made otherwise and agreed to by the Parks & Recreation Department.

Please note that if you have misrepresented the number of people attending on your application form, or any other information provided, you will forfeit your right to reserve park facilities in the future and your deposit will be withheld.

Any questions on the above, please do not hesitate to call the Parks and Recreation department at 263-3113.

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The applicant further agrees that neither the Town of Woodbury (hereinafter referred to as the “Town”), nor any agent, or employee of the Town shall be liable to applicant, his/her/or its employees, agents or licensees, and applicant shall hold the Town harmless for any injury, or damage to applicant or to any other person, or for any damage to, or loss (by theft or otherwise) of, any property applicant, and/or of any other person, irrespective of the cause of such injury, damage or loss; it being understood that no demised premises for the purposes herein permitted will be brought upon, or be kept in the demised premises. The Town shall not be liable in any event for loss of, or damage to, any property entrusted to any of the Town’s employees, or agents by the applicant.

The applicant shall defend, indemnify and save harmless the Town, and its agents and employees, against and from all liabilities, claims, costs, charges and expense, including reasonable attorney’s fee, which may be imposed upon, or incurred by, or asserted against the Town, and/or its agents, and employees, by reason of any of the following occurring during the rental of the premises, or during any period of time prior, or subsequent to said rental that the Town may have given access to, or possession of all or any part of the demised premises:

(a) Any work or thing done in or about the demised premises, or any part thereof, by or at the instance of the applicant, his/her/its agents, contractors, subcontractors, servants, employees, licensees or invitees;

(b) Any negligence or otherwise wrongful act, or omission on the part of the applicant or any of his/her/its agents, contractors, subcontractors, servants, employees, licensees, or invitees;

(c) Any accident, injury or damage to any person, or property, occurring in, on or about the demised premises, or any part thereof, or passageway, or space adjacent thereto;

(d) Any failure on the part of the applicant to perform or comply with the rules of use attached to this rental application and made a part thereof.

It shall be the responsibility of the applicant to determine use of all of the aforesaid property in accordance with any and all pertinent laws or regulations as they pertain thereto including, in particular, the State Fire Code of the State of Connecticut and the Wetlands Regulations of the Town of Woodbury.

Representative’s Signature (18 yrs. of age or older): _____

Date: _____