



# Town of Mansfield

## Permit for Consumption of Alcoholic Liquor on Town Property

**If alcohol is to be served anywhere on Town of Mansfield property (Storrs Center Special Design District, Audrey P. Beck Municipal Building, Mansfield Community Center, and Mansfield Public Library), all pertinent State permits must be obtained and all Town and State laws and regulations must be followed.**

For specific information on the Town's Consumption of Alcoholic Liquor on Town Property, please review Chapter 101, Section 101-5, Possession and Consumption of Alcoholic Liquor in the Mansfield town ordinances at <http://ecode360.com/documents/MA1517/source/LF888014.pdf>.

<b>Name of Organization:</b>	
<b>Contact Person:</b>	
<b>Contact Address and Phone Number:</b>	
<b>Contact Person for Day of Event:</b>	

<b>Name of Event:</b>		
<b>Building/ Property Requested:</b>	Storrs Center Special Design District	
	Audrey P. Beck Municipal Building	
	Mansfield Community Center	
	Mansfield Public Library	
<b>Space within Building Requested:</b>		
<b>Start and End Time:</b>		
<b>Anticipated Number of Participants:</b>		
<b>Please explain how your organization will supervise participants during the event.  (If you need additional space please attach a separate sheet to this application)</b>		
<b>Will the event be open and available to members of the public?</b>		

To ensure full consideration of your application, please submit a completed form with all pertinent attachments, to the Mansfield Town Manager’s office at least (30) days prior to the event.

To have your application considered, the organization must provide the Town of Mansfield with a Certificate of Insurance that lists, **“Town of Mansfield, its officers, employees and agents”** as additional insured parties. Proof **must** be attached to this application **15 days prior to the event**. General liability insurance issued by an insurance company licensed to conduct business in the State of Connecticut with limits of not less than \$1,000,000 per occurrence with an aggregate of \$2,000,000 is required. Such coverage shall be primary and non-contributory.

Please also provide proof of any and all State Permits required for the distribution of alcohol by the State Department of Consumer Protection, Liquor Control Division and/or any other government authority charged with having jurisdiction over liquor control and the granting of permits in accord with the health, safety, and welfare of the Town of Mansfield.

The Town Manager is authorized to issue additional standards not inconsistent herewith which if not met will result in denial of said permit.

In requesting use of a Town of Mansfield building, I agree to comply with all Town policies. I accept full responsibility for any damages that may result from our group’s use of the facility. I will be responsible for all set-up and clean-up for the event and will remove any refuse that may result from the event. I understand that the Town of Mansfield assumes no responsibility in the case of accident and/or injury to any person(s) in connection with the use of its facilities. In addition to the appropriate insurance certificate, I understand that the Town of Mansfield may require local, state, or University of Connecticut police, or other public safety personnel, and/or Fire Department supervision. I understand that I will be responsible for reimbursing the Town of Mansfield for any expenses it may incur as a result of this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Indemnification: As applicant for use of the Town of Mansfield municipal facilities, I agree to indemnify, defend and hold the Town of Mansfield, its officers, employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the Town of Mansfield on account of any injury to or death of any person or any damage to property caused by or resulting from activities arising out of your use of the facilities. The organization or person to which event approval is given will be responsible for the conduct of the event, the condition of the Mansfield building in which the event is held, and any actual fees for any actual services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.**

Organization: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applications must be directed to the Mansfield Town Manager:  
Town of Mansfield  
ATTN: Town Manager  
4 South Eagleville Road  
Mansfield, CT 06268**

## Internal - Standard Operating Procedures for Reviewing Permit for Consumption of Alcoholic Liquor on Town Property

The questions listed below correspond to the requirements listed in the Town of Mansfield’s Code of Ordinances, Chapter 101, Section 101-5, Subsection B. If any of the questions below are answered with a “no” response, it is likely that the application is not in compliance with Town Ordinance.

Was the application submitted at least thirty (30) days prior to the event?	Yes	No
Was contact information provided?	Yes	No
Was the location of the event specified?	Yes	No
Was the location in/on the building/property specified?	Yes	No
Was a defined start and end time provided?	Yes	No
Was the number of participants specified?	Yes	No
Did the applicant adequately explain supervision procedures during the event?	Yes	No
Is the event open to all members of the public?	Yes	No
Did the applicant provide a Certificate of Insurance 15 days prior to event?	Yes	No
Did the applicant list “Town of Mansfield, its officers, employees and agents” as additional insured parties?	Yes	No
Does the applicant have all necessary State of Connecticut permits including those issued by CT Department of Consumer Protection, Liquor Control Division?	Yes	No
Did the applicant meet any additional requirements set forth by the Town Manager?	Yes	No

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Application Approved

Yes                      No