



MANSFIELD
DOWNTOWN
PARTNERSHIP
 Business and Community

REQUEST FOR USE OF BETSY PATERSON SQUARE

*APPLICATION TO BE SUBMITTED NO LESS THAN
 6 WEEKS PRIOR TO THE EVENT*

Name of event: _____

Date of event: _____ Time of event: _____

Requested time on Square (include set-up/clean-up time): _____

Name of organization: _____

Contact person: _____

Address (Street/City/Zip code): _____

Phone: _____ Email: _____

Number of parking passes requested (Max = 6; see below): _____

PARKING TERMS & CONDITIONS: Individuals may use the on-street parking spaces in front of Eight Royce Circle to unload and load vehicles. As soon as vehicles are unloaded, all event vehicles must be moved to either the Downtown Storrs parking garage or the Dog Lane parking lot. Up to six complimentary parking passes for the Dog Lane parking lot may be issued to you prior to the event. Two hour free parking is assigned to the third deck and below in the parking garage. The Mansfield Downtown Partnership, Inc. and the Town of Mansfield are not responsible for the loss of any personal property left on, in, or about the user's vehicle regardless of cause and are not responsible for any damage to the user's vehicle while parked in the Downtown Storrs parking garage or in the Dog Lane parking lot.

FEE: A \$10 application fee, payable to the Mansfield Downtown Partnership, Inc., is required to request to hold an event on Betsy Paterson Square. If an event will entail the use of police, public works, fire, or other Town departments, there may be additional fees required. A planning meeting should be set up with Mansfield Downtown Partnership staff to assess whether additional fees would apply. All fees must be paid in full prior to the event.

SMOKING: There is no smoking on Paterson Square per Town Ordinance Chapter 138, Section 138-5.

POLICE ASSISTANCE/EMERGENCY: If police assistance is needed on the day of the event, call 860.429.6024 or 911 in case of emergency.

RETURN FORM TO:

By mail: Mansfield Downtown Partnership, PO Box 513, Storrs CT, 06268

In person: Mansfield Downtown Partnership, 23 Royce Circle (2nd Floor of Nash-Zimmer Transportation Center)

By email: mdp@mansfieldct.org

For more information, contact the Partnership at 860.429.2740 or mdp@mansfieldct.org

MANSFIELD DOWNTOWN PARTNERSHIP USE ONLY:

Fee Received: YES NO Insurance Required & Received: YES NO Request Approved: YES NO

Signature: _____ Date: _____



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EVENT INFO

All equipment is to be provided by your organization, including any tables and chairs. The tables and chairs that are on Paterson Square are not to be used for events. If you wish to move them aside or off-site, you must request permission from the Partnership at least seven days in advance of your event.

How many people are expected to be present for the event (including staff, volunteers, and attendees?) _____

Will you be reserving the entire Paterson Square for your event? YES NO

If no, please explain which part of Paterson Square you intend to use: _____

Please indicate whether you will bring:

Additional trash and recycling receptacles: YES NO NUMBER: _____

- You are responsible for proper collection and removal of all waste generated by your event.

Portable toilets: YES NO NUMBER: _____ Proposed location(s): _____

- We intend to use the Nash-Zimmer restrooms for this event. We understand a fee may be assessed if post-event clean-up needs are deemed excessive.

Tent: YES NO SIZE: _____

- Tents must be in compliance with the State of Connecticut tent regulations. The Town of Mansfield's Director of Building and Housing Inspection or Fire Marshal can advise on tent requirements.
- Tents must be anchored with ballasts or water barrels. You MAY NOT stake tents anywhere on Paterson Square.

Will food be served at your event? YES NO

- If food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Service Permit from the Eastern Highlands Health District (www.ehhd.org).

Will alcohol be served at your event? YES NO

- If alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Does your event require electrical access? YES NO

Do you plan to bring and use lighting and/or sound equipment? YES NO

If yes, please attach a list of the equipment you plan to use along with a stage plot.

- Lighting must meet the requirements of the Town of Mansfield Fire Marshal.
- The Partnership must approve any requests to attach equipment to the stage roof or any other element on Paterson Square at least seven days prior to your event.



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INSURANCE REQUIREMENTS

Where required, signed Certificates of Insurance evidencing coverage in force for the duration of the event must be on file with the Mansfield Downtown Partnership in duplicate 15 days prior to the event. All insurance must meet the minimum requirements set forth in the Insurance Exhibit attached to this application.

In requesting use of Betsy Paterson Square, I agree to comply with the "Policy Regarding Public Use of the Town Square." I accept full responsibility for any damages that may result from our group's use. 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 Mansfield Downtown Partnership and the Town of Mansfield assume no responsibility in the case of accident and/or injury to any person(s) in connection with the use of Paterson Square. In addition to the appropriate insurance certificate, I understand that the Mansfield Downtown Partnership and/or 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: _____

ACCEPT TERMS: I have read and agree with the "Policy Regarding Public Use of the Town Square."

INDEMNIFICATION

As applicant for use of Betsy Paterson Square, I agree to indemnify, defend and hold the Town of Mansfield and the Mansfield Downtown Partnership, Inc. and its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the Town of Mansfield or the Mansfield Downtown Partnership on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the approval is issued. The organization or person to which event approval is given will be responsible for the conduct of the event, the condition of Betsy Paterson Square, and 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: _____

*An event is approved upon written confirmation to the applicant from the Mansfield Downtown Partnership.



For the purpose of this exhibit: the term "Licensee" shall also include their respective agents, representatives, employees, or subcontractors; and the term "Town of Mansfield" (hereinafter called the "Town") shall include its respective officers, agents, officials, employees, volunteers, boards, and commissions. **Should the Licensee employ the services of a subcontractor, it shall be the Licensee's obligation to provide proof to the Town that each subcontractor has satisfied the requirement of this exhibit.**

The Licensee shall procure and maintain insurance coverage against claims that may arise from or in connection with the public events and community use of Town property in the Town of Mansfield Betsy Paterson Square. The Licensee shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to entering onto and using Town property. For commercial general liability and alcohol liability insurance, the certificate of insurance should list the Town of Mansfield and the Mansfield Downtown Partnership as additional insured for the purpose of the authorized event; the event name and date should be listed on the certificate of insurance as well. Such insurance shall be written for not less than an amount specified by the Town of Mansfield or the Mansfield Downtown Partnership, Inc. or required by applicable federal, state, and/or municipal law, regulation, or requirement, whichever is greater. The Licensee shall assume any and all premiums and deductibles in the described insurance policies. Both the Licensee and Licensee's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage and non-contributory. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled, or reduced except after prior written notice has been given to the Town in compliance with Connecticut statutes Sec.38a-323 and Sec. 38a-324.

All liability policies (with the exception of Worker's Compensation) shall include the Town of Mansfield and the Mansfield Downtown Partnership and its respective officers, agents, officials, employees, volunteers, boards, and commissions as Additional Insured for the purpose of the authorized event and shall include, but not be limited to, investigation, defense, settlement, judgment, or payment of any legal liability. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Mansfield Town Manager's Office will review any and all requests for exceptions; exceptions may only be granted by the Town Manager, or his/her designee, in their sole discretion.



Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability, and products /completed operations.

Workers' Compensation: Statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee as required by the State of Connecticut. If the Licensee decides not to procure workers' compensation in accordance with Connecticut law, the Licensee agrees: 1) to comply with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner, and 2) to hold the Town harmless from any and all suits, claims, and actions arising from personal injuries sustained by the Licensee, however caused.

Personal Property: The Town nor the Mansfield Downtown Partnership shall not be responsible to the Licensee for any loss or damage caused to the Licensee's personal property, however caused. All personal property of the Licensee, its employees, representatives, contractors, and/or agents located on Town property while in use or in storage in the Town of Mansfield Betsy Paterson Square is at the sole risk of the Licensee, its employees, representatives, contractors, and/or agents. To the extent permitted by law, the Licensee agrees to indemnify, defend, and hold harmless the Town of Mansfield and the Mansfield Downtown Partnership and its respective boards and commissions, officers, agents, officials, employees, volunteers, contractors, and representatives from any and all losses or damages, however caused, to any and all personal property belonging to the Licensee, its employees, representatives, contractors, and/or agents.

Alcohol Liability: \$1,000,000 alcohol liability insurance is required when alcohol is served. The certificate of insurance should specify the "Town of Mansfield and the Mansfield Downtown Partnership, Inc., their officers and agents as additional insured for the purpose of the authorized event" and must be submitted to the Mansfield Downtown Partnership.

Duly Authorized

Name (Print)

Date