



First in Connecticut. First for its citizens.

Applications for the upcoming year will be accepted beginning in January of that year. Reservations are accepted on a first-come, first-served basis. No reservation will be accepted orally. A completed application must be submitted in person to the Town Clerk to reserve a date and time.

TOWN GREEN POLICY & APPLICATION FORM

USER GUIDELINES

All of us who live in Windsor are justifiably proud of the appearance and the history of our Town Green. To preserve our heritage and to maintain the property for all to enjoy, please adhere to the following guidelines when holding a special event on the Green.

Register with the Town Clerk's Office: To give time to handle any scheduling conflicts, please register with the Town Clerk's office (860-285-1902) at least 4 weeks in advance of the event.

Call Before You Dig (CBYD): The location of any tent, structure, etc. that requires a protrusion (i.e. stakes) into the ground shall require CBYD notification and shall be shown on a sketch. This includes tent stakes. CBYD must be notified a minimum of 72 hours before an event. The applicant shall be responsible for notifying CBYD at 1-800-922-4455, for obtaining an authorization number from CBYD, and for the marking of the affected areas with spray paint. This CBYD authorization number shall be recorded on the Application form at the time of registration. Contact the Engineering office (860-285-1861) with any questions. There shall be no excavations within the Town Green.

Food and Beverage: If you are holding an event where food and beverage will be served to the public, you will need a temporary food service license for the Health Services (285-1823) in advance. Cooking grease cannot be dumped on the Green and needs to be disposed of responsibly. To sell alcoholic beverages (including beer and wine), you will need to procure a permit from the state Department of Liquor Control and provide insurance documentation to Town's Risk Manager (860-285-1851). The serving area must also be cordoned off from the remainder of the Green.

Garbage Disposal & Clean Up: Please dispose of all garbage and clean up the site prior to departure. Applicants may contact the Public Works Dept. (860-285-1855) for garbage containers. Please provide 2 weeks notice.

Recycling at Common Gathering Venues: Effective Oct. 1, 2011, per state law, recycling receptacles are required to be provided at common gathering venues that generate recyclable items. Applicants may contact Public Works (860-285-1855) for recycling containers. Please provide 2 weeks notice.

Sec. 22a-241k. (Effective 10/01/2011) Recycling receptacles for designated recyclable items at common gathering venues.

(a) For the purposes of this section:

(1) "Generated" means sold or given away at a common gathering venue; and

(2) "Common gathering venue" means any area or building, or portion thereof, that is open to the public, including, but not limited to, any (A) building that provides facilities or shelter for public assembly, (B) inn, hotel, motel, sports arena, supermarket, transportation terminal, retail store, restaurant or other commercial establishment that provides services or retails merchandise, or

(C) museum, hospital, auditorium, movie theater or university building.

(b) Each common gathering venue where designated recyclable items may be generated while the public congregates at such venue and that provides for the collection of solid waste shall provide recycling receptacles for the collection of any designated recyclable items generated at such venue, provided nothing in this section shall be construed to require an owner or operator of such venue, or the municipality where such venue is located, to provide such recycling receptacles whenever such receptacles are provided by another person pursuant to contract. Such recycling receptacles shall be as accessible to the public and at the same locations as trash receptacles. Any existing trash receptacle may be converted to a recycling receptacle by labeling or other means appropriate to identify that such receptacle is dedicated to the collection of designated recyclable items.

Hours of Use: Use of the Green is permitted from 9:00 a.m. to 9:00 p.m. from Monday through Saturday and from 12:00 noon to 9:00 p.m. on Sundays.

Noise: So that our neighbors don't become upset, try to keep noise levels within reasonable limits. Music should cease at 9:00 p.m.

Motor Vehicles: Please do not operate motor vehicles on the Green as there are sprinklers that can be damaged.

Insurance: In some instances, you will be required to provide insurance for the event to cover injuries to participants and damage to the Green. Sponsors of such events will need to contact the Town Risk Manager (860-285-1851) for exact insurance requirements. Insurance will be required for events involving:

- activities fees
- activities that could result in physical injury to participants
- the sale/use of food and/or alcoholic beverages
- commercial vendor

Picnic Tables: Picnic tables are available from the Public Works Dept. (860-285-1855) Two weeks notice needed.

Parking: Parking is available behind the Town Hall, at the Library and at the railroad station commuter lot. Parking is not permitted along Broad Street or in the spaces belonging to the Windsor Chamber.

Sales Vendors: Anyone planning to engage in commercial solicitation, canvassing, selling or vending in connection with a non-profit event must first obtain a Certificate of Registration from the Police Dept.

Sanitary Facilities: It is recommended that sanitary facilities, including hand-washing devices be provided for events involving food or beverage. Contact the Recreation office (860-285-1990) with questions concerning the availability of sanitary facilities and vendors.

Signs and Displays: Signs and displays are limited to the section of the Green that is just north of the Library exit. In accordance with the town zoning regulations, signs are to be limited to 16 square feet per side and should be freestanding only, with no stakes in the ground. Heavy signs should be secured with sandbags or some other material to keep them from toppling. We request that you set your signs up no earlier than 3 weeks prior to the event and take them

down within 48 hours after your event ends. The town will remove all signs after 2 weeks.

Temporary Structures: For safety reasons, the Building Inspector (860-285-1961) and the Fire Marshal (860-285-1971) must inspect all temporary structures and related equipment (including platforms, lecterns, tables, chairs, portable sanitation facilities and electrical wiring). Also, all temporary structures must be capable of being removed and the site restored upon 24 hours notice.

Unorganized Sports: The Green is not to be used for the playing of unorganized sports, including skateboarding.

Utilities: The Town Green is wired to manage small 120 volt electrical loads at various locations. Any additional electrical requirements must be identified by a licensed electrician hired by the event sponsor and a building permit must be obtained prior to the work. The electrician shall notify Buildings and Facilities of the Town of Windsor prior to obtaining the building permit. Please contact facilities at 860-285-1872 for the location of utilities that you may need to use (water-electric).

NO RESERVATION WILL BE HELD WITHOUT SUBMISSION OF THIS COMPLETED APPLICATION TO THE TOWN CLERK.

Application must be HAND delivered to Town Clerk's Office

APPLICATION FOR USE OF THE WINDSOR TOWN GREEN

Please do not complete this form without fully reading and understanding the "User Guidelines"

Contact Name:	Contact Address:	Contact Phone:
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Name of Sponsoring Organization:	Number of Expected Participants:
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Day of Event:	Date of Event:	Time of Event:
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Please indicate the section of the Green you wish to reserve for the event: (check all that apply)
Eagle Statue Green (Library) Main Green Green in front of CVS

Briefly Describe Event Planned:

CHECK ALL THAT APPLY: Applicant calls CBYD 72 hours before event at 1-800-922-4455
Registration # _____

There will be:

- | | |
|---|--|
| <input type="checkbox"/> Sale of food & beverage | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Alcoholic beverages*
<small>*Required State Permit & Insurance documentation must be provided to the Town</small> | <input type="checkbox"/> Garbage containers (Contact DPW) |
| <input type="checkbox"/> Commercial vendors | <input type="checkbox"/> Recyclable containers (Contact DPW) |
| <input type="checkbox"/> Signs & displays | <input type="checkbox"/> Sanitary facilities |
| <input type="checkbox"/> Temporary structures | <input type="checkbox"/> Picnic tables |
| <input type="checkbox"/> Tents | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> With Stakes (requires CBYD) | <input type="checkbox"/> Other Temporary Structures |
| <input type="checkbox"/> With out Stakes | <input type="checkbox"/> With Stakes (requires CBYD) |
| <input type="checkbox"/> Size _____ <input type="checkbox"/> Walls (enclosed sides) | <input type="checkbox"/> With out Stakes |
| <input type="checkbox"/> Other Ground intrusion (requires CBYD)
Describe _____ | |

I have read the attached "User Guidelines" regulating the use of the Town Green and agree to abide by them.

Signature

Date

Distribution:

Engineering
Highway Garage
Fire Marshal

Facilities (Gary Dowgiewicz)
Health Dept.

Risk Management
Building Dept.

rev. 04/2016



Insurance Requirements

Note to Outside Groups/Vendors Working at Town and BOE of Windsor Facilities:

The Town of Windsor requires liability insurance for vendors working at Town of Windsor facilities. The Town of Windsor must be listed as “additional insured”, a copy of the endorsement naming the Town of Windsor as an additional insured will be sent along with the Proof of coverage. Proof of the coverage must be provided to the Town of Windsor Risk Management office no later than ten business days prior to the event or use

Commercial General Liability

Each Occurrence:	\$1,000,000
Personal/Advertising Injury Per Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Fire Damage Legal Liability	\$ 100,000

Contact the Windsor Risk Management department for more information, at 860-285-1851.

[Any questions, please call the Windsor Risk Manager at 860-285-1851](tel:860-285-1851)



Insurance Requirements

Note to Vendors Providing Goods/Services to the Town and BOE of Windsor:

All vendors supplying goods or services to Windsor are required to provide verification of insurance coverage. Proof of the coverage must be provided to the Town of Windsor Risk Management office no later than ten business days prior to the event or use.

Commercial General Liability

Each Occurrence:	\$1,000,000
Personal/Advertising Injury Per Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Fire Damage Legal Liability	\$ 100,000

Notes:

***** Town of Windsor is to be listed as additional insured, a copy of the endorsement naming the Town of Windsor as an additional insured will be sent along with the Proof of coverage***
*****Include Explosion, Collapse & Underground coverage for construction projects.***

Automobile Liability

Each Accident:	\$1,000,000
Hired/Non-owned Auto Liability:	\$1,000,000

Excess (Umbrella) Liability

The requirement that an excess (umbrella) policy be provided will depend on a case-by-case evaluation of the scope and severity potential of the product/service. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required. Please contact USI Connecticut to discuss an appropriate coverage requirement.

[Any questions, please call the Windsor Risk Manager at 860-285-1851](mailto:RiskManager@townofwindsorct.com)



Continued;

Workers' Compensation/Employers Liability

Workers' Compensation	Statutory Requirement set forth by State of CT
Employers Liability	
Each Accident	\$100,000
Disease-Policy Limit	\$500,000
Disease-Each employee	\$100,000

Professional Liability

(for consultants, engineers, and other individuals/businesses providing professional services)

Each Claim: \$1,000,000

Any questions, please call the Windsor Risk Manager at 860-285-1851