



TOWN OF ROXBURY CONNECTICUT

Office of the First Selectman

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

HURLBURT PARK 18 APPLE LANE

PAVILION USAGE POLICY

1. Pavilion will be available between 8:00 am and 11:00 p.m.
2. Rain date must be cleared in advance.
3. Permit holders are responsible for all **trash removal and clean up.**
4. Please report any damage or unusual situations to the Office of the First Selectman. Applicants are responsible for the cost of any damages incurred.
5. The hiring of police and firemen may be required of the permit holder at the discretion of the Board of Selectmen.
6. Maximum time allowed for music is four hours and cannot go past dusk (except by special permission from the First Selectman).
7. Prior approval must be granted by the Board of Selectmen if alcohol is to be used at a function. The Town of Roxbury exempts itself from any liability incurred from the use of alcohol.
8. The Town of Roxbury is not responsible for any personal injury incurred as a result from this event.
9. All applicants applying for use must furnish the Town with a Certificate of Insurance naming the Town of Roxbury as additional insured. Minimum amount required is \$500,000.

If you are having difficulty procuring the coverage from your homeowner's insurance provider, you can purchase TULIP (Tenant User Liability Insurance) from One Beacon Entertainment at www.onebeaconentertainment.com. The facility ID for Roxbury, CT is #0501-153.

RENTAL FEES:

- | | |
|---------|--|
| \$25.00 | For all non-profit organizations within the Town of Roxbury. (The First Selectman may grant an exception to any Roxbury civic or charitable organization). |
| \$50.00 | For all private functions for residents of the Town of Roxbury. |

TOWN OF ROXBURY
Application for the Use of the Pavilion at
HURLBURT PARK
18 Apple Lane

Date: _____

Person responsible: _____

Address: _____

Phone: _____

For the Purpose Of: _____

Will there be a live band? _____ Sound equipment? _____

Hours of music: _____

Will you need electricity? _____ Will you need water? _____

Date of Event: _____ Time: _____

Will there be alcohol? _____ Rain Date: _____

Fee: _____

CERTIFICATE OF LIABILITY INSURANCE: A certificate of Liability Insurance (minimum amount: \$500,000) naming the Town of Roxbury as additional insured is required. Town fax # (860)354-0560

RELEASE

By signing this document I agree that I individually or as a representative of an organization, will assume full financial responsibility for any and all damages done to the Town Hall property during the above indicated period of use and further hold said Town harmless for loss of any kind in connection with such use and assume all costs of defending the Town should a claim be brought against it or its agents, employees, elected officials arising out of the Applicant's use of the premises. I claim full responsibility for the care of the facilities, removal of trash, cleaning, damages and/or injury that may result from the use of this building. I will leave the facilities in the same or better condition, the same day as the event.

The Board of Selectmen reserves the right to refuse or revoke permission to any resident, taxpayer, or organization that violates the guidelines.

Applicant's Signature

INSURANCE REC. _____
DATE APPROVED: _____

Date: _____

Barbara Henry, First Selectman