

**TOWN OF WINCHENDON
USE OF TOWN PROPERTY AGREEMENT**

Town Manager's Office, 109 Front Street, Dept. 1
Winchendon, MA 01475

Phone: 978-297-0085 Fax: 978-297-1616

1. Organization Name: _____

2. Contact Person: _____

3. Check Facility Requested: Daytime Phone # _____ Other # _____

A. Town Hall Auditorium, Second Floor _____

B. Town Hall 4th Floor Robinson-Broadhurst Conf. Room _____

C. GAR Park/Bandstand _____

D. Old Murdock/Senior Center _____

E. Winchendon Community Park, Ingleside _____

F. Other (please describe) _____

(Town property cannot be used as a regular non-town related use on a regular basis)

4. Date of Activity: _____ Rain Date: _____

5. Number of People Expected: _____ Hours of Use: _____

6. Purpose of Use: _____

7. The applicant, through its authorized representative whose signature appears below, agrees to be the responsible party and agrees to comply with all the terms and conditions as contained in this agreement for the use of town property.

Signature of Applicant: _____

Print Name & Title: _____

Smoking is not allowed in any public buildings.

Date, time and facility available and approved: _____

Town Manager's Signature

Application approved with the following conditions: _____

Certificate of Insurance Required _____ Yes _____ No
(Certificate is to name the Town of Winchendon as an additional insured. Certificate shall be sent to the Town Manager's Office 48 hrs. prior to the event date).

Building Superintendent Required _____ Yes _____ No

In the amount of: \$ _____
(If yes, the applicant agrees to pay a minimum of four hours time and one-half pay per union contract. Check made payable to the Town of Winchendon 48 hrs. prior to date of event).

Detail Police Required: _____ Yes _____ No

In the amount of: \$ _____
(If yes, the applicant will make request to the Police Chief and pay the detail rate in accordance with union contract. The Police Department will invoice the applicant).

TERMS & CONDITIONS

1. Users of town property must leave the area used clean and orderly.
2. If furniture is moved, it shall be done with care to prevent any damage to the Town property and furniture returned to its original position.
3. Users of town property cannot charge an admission fee.
4. If refreshments are served, the applicant is responsible for providing all equipment for set up and disposable of trash. The town does not have any kitchen- like facilities for use.
5. Use of candles or open flames of any kind are prohibited.
6. Programs may not disturb neighboring businesses or homeowners.
7. The Town of Winchendon is not responsible for any material or equipment left behind or broken during a function, unless it is proven the Town is responsible through its gross negligence. Any incidents are to be reported by the next business day to the Town Manager's Office.
8. It is the responsibility of the applicant to apply for permits required by the Board of Selectmen and other Local Departments.
9. No alcoholic beverages are to be served or consumed on town property. One day liquor permits are granted only through the permitting process of the Local Licensing Authority (Board of Selectmen) according to Town Bylaw Article 18, Section 18.3 as amended May 24, 2004.
10. Notice of cancellation must be given to the Town Manager's Office within 48 hrs. If not, the applicant may be responsible for any town personnel charges that could not be cancelled on time.
11. The Town of Winchendon reserves the right to revoke use of town property privileges at any time and in the best interest of the Town.
12. Any publicity announcing events held on town property must clearly state that the Town is not a sponsor of such event.