

TOWN OF WEST HARTFORD
REQUEST FOR USE OF WEBSTER WALK AT BLUE BACK SQUARE

Bring a copy of this form with you to your event

Town Use Only	
Request Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Insurance Required:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Insurance Received:	<input type="checkbox"/> YES <input type="checkbox"/> NO

DATE OF EVENT: _____ TIME: _____ TYPE OF EVENT: _____
 SET-UP & BREAK-DOWN TIME: (How many minutes before/after?) _____ TYPE OF MUSIC: _____
 NAME OF ORGANIZATION: _____ CONTACT PERSON: _____
 PHONE (Best number to reach you): _____ EMAIL: _____
 ADDRESS (Street/City/ZIP): _____
 TOTAL # OF PERFORMERS & CREW: _____ TOTAL # PARKING PASSES _____ (Complementary Parking Passes, 6 max., see below)

PARKING TERMS & CONDITIONS: Individuals may park near the pergola to load and unload but must immediately move their vehicles to the Memorial Garage. Up to six complementary parking permits are available to organizers. Free parking is assigned to the third deck and above. Permits are issued at the time the reservation form is approved. The organizer is responsible for printing the requested number of permits and placing the permit on the dashboard of the vehicles. The Town of West Hartford and the West Hartford Center Special Services 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 Memorial Garage.

PRIVATE ORGANIZATION EVENTS

TOWN OF WEST HARTFORD & WHPS EVENTS

Equipment to be provided by YOUR ORGANIZATION:
 All equipment brought in must be coordinated with Public Works. Indicate how many of each:

_____ Sound Equipment: # _____ Microphones, # _____ Amplifiers
 _____ Lighting
 _____ # Chairs # _____ Tables
 _____ Trash Barrels
 _____ Portable Toilet
 _____ Tent (Size: _____) *Tents 400 sq. feet or greater (20' x 20') require a Fire Marshal permit*
 _____ Food Served or Sold? (*Health Permit may be required*)
 _____ Miscellaneous (please describe) _____

Equipment to be provided by the Town of West Hartford's Department of Public Works or Facility Services. Indicate how many of each:

_____ Barricades (Public Works)
 _____ Trash Barrels (Public Works)
 _____ Tables (Private Vendor)
 _____ Chairs (Private Vendor)
 _____ Portable Toilet (Private Vendor)
 _____ Tent (Size: _____) *Tents 400 sq. feet or greater (20' x 20') require a Fire Marshal permit*
 _____ Food Served or Sold? (*Health Permit may be required*)
 _____ Miscellaneous (please describe) _____

ALL EQUIPMENT MUST BE REMOVED THE DAY OF THE EVENT WITHOUT EXCEPTION

Indemnification: To the extent permitted by law, the Licensee agrees to defend, indemnify and hold harmless the Town of West Hartford, West Hartford Board of Education and their respective boards and commissions, officers, agents, officials, employees, volunteers, contractors, and representatives from any and all suits, claims, losses, damages, costs (including without limitation reasonable attorney's fees), compensations, penalties, fines, liabilities or judgments of any name or nature for, including, but not limited to, injuries or alleged injuries to person(s) (including without limitation, bodily injury, sickness, disease or death), or to property, real or personal, or financial losses (including, without limitations, those caused by loss of use), however caused, and even if caused by the negligent acts or omissions of the Town of West Hartford, West Hartford Board of Education and their respective boards and commissions, officers, agents, officials, employees, volunteers, contractors, representatives, clients and/or agents, sustained by any person or concern arising from any and all acts or omissions of the Licensee, its employees, representatives, contractors, and/or agents in relation to the use of Town property indicated above, including, but not limited to, set-up and clean-up. This indemnification shall not be affected by the limits of the Licensee's insurance coverage.

Insurance Requirements: Prior to using any Town facility or property, Licensee agrees to furnish a Certificate of Insurance and an Additional Insured Endorsement as proof of insurance coverage naming the Indemnified Parties as Additional Insured in connection with the event listed above. Insurance Waived: YES NO Initials: _____ (Renee's initials)

Assumption of Risk: In requesting use of the Blue Back Square Area, I agree to comply with the policy as set forth on page 2 of this form. 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 trash that may result from the event. I understand that the Town of West Hartford assumes no responsibility in the case of accident and/or injury to any person(s) in connection with the use of the Blue Back Square Area. In addition to the appropriate insurance certificate, if required, I understand that the Town of West Hartford may require Police and/or Fire Department supervision. I understand that I will be responsible for reimbursing the Town of West Hartford 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 the Use of Blue Back Square" on page 2.

Return form to: Office of the Town Manager, Room 312, Town Hall, 50 South Main Street, West Hartford, CT 06107
 For more information, contact Renée McCue at (860) 561-7521. Fax: (860) 561-7438 Renee@WestHartfordCT.gov

Policy Regarding Public Use of Webster Walk at Blue Back Square

The property owned by the Town to the south of the Noah Webster Library has been redeveloped into a unique, vibrant space which affords many opportunities for public events and community uses. This Blue Back Square Area includes the outdoor portions of the Town's property between South Main Street and Isham Road which are designed for public access, including the area surrounding the Noah Webster statue, Webster Walk and Blue Back Square. While the primary purpose of this area is to provide pedestrian passage, it also provides a potential venue for activities sponsored by the Town of West Hartford and/or the West Hartford Public Schools (Board of Education).

There is also substantial interest from members of the community who wish to use this area for events of all types. This policy is intended to apply to those members of the community, to provide them with access to the Blue Back Square area fairly and to help assure, to the extent possible, that the various activities which may take place on any given day will not conflict with each other or with general pedestrian and/or patron activities.

1. The Blue Back Square Area shall be available to civic, nonprofit and charitable groups, merchant groups or individuals for both scheduled and unscheduled events when it is not actively being used by the Town of West Hartford and/or the West Hartford Board of Education. Groups may use Blue Back Square during Celebrate! West Hartford weekend if the Town is not in need of the space for the two-day festival.
2. Events may be scheduled to commence at or after 9:00 AM and shall end no later than 10:00 PM. Exceptions to these hour limitations may be approved by the Town Manager on a case-by-case basis for unique events subject to such conditions as he or she may deem appropriate. Each calendar day shall be deemed to be a separate event.
3. In order to ensure equal access, events will not be scheduled more than six (6) months in advance and no person or group may schedule more than two (2) weekend events per month or four (4) weekday events per month. If it appears that individuals are acting in concert to avoid this limitation, the Town reserves the right to determine that they are acting as a single group.
4. Town events and scheduled events shall have priority over unscheduled events. If an unscheduled individual or group refuses to relocate or vacate the Blue Back Square Area for a Town event or scheduled event, that individual or group shall be deemed to be trespassing and shall be subject to removal or arrest.
5. All events, especially those involving the use of any type of equipment (such as musical instruments, amplifiers, public address equipment, lighting, tables, chairs, etc.) must be scheduled in advance and a reservation form must be completed and approved.
6. Individuals or groups wishing to schedule the use of any portion of the Blue Back Square Area may do so by contacting Renée McCue at (860) 561-7521 not less than 48 hours prior to the time for the scheduled event. A brief description of the event, its location within the Blue Back Square Area, an estimated number of both participants and attendees and list of equipment brought in shall be required to schedule an event. Individuals using the Blue Back Square space must carry a copy of their reservation form with them as proof of authorization.
7. Proof of liability and/or property insurance may be required of any scheduled user. This requirement may be waived by the Town Manager.
8. Individuals may park near the pergola to load and unload but must immediately move their vehicles to the Memorial Garage or other public parking spaces. Up to six complementary parking permits are available to organizers. Free parking is assigned to the third deck and above. Permits are issued at the time the reservation form is approved; the organizer is responsible for printing the requested number of permits and placing it on the dashboards of their vehicles. The Town of West Hartford and the West Hartford Center Special Services 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 Isham Garage. For more information, contact the Municipal Parking Office at (860) 561-8220.
9. Use of the Blue Back Square Area shall comply, at all times, with the ordinances of the Town of West Hartford (including, without limitation, the Town's noise ordinances) as well as state and federal laws. Scheduling the use of the Blue Back Square area shall not be a substitute for obtaining any other permits or licenses which may be necessary, such as a Temporary Food Establishment Permit issued by the West Hartford-Bloomfield Health District. To obtain a food permit, call (860) 561-7900. Connecticut Fire Safety Code states that Fire Marshal approval is required for all tents that exceed 400 square feet (20 X 20) in area.
10. Neither the sale of alcohol nor its possession is permitted within the Blue Back Square Area.
11. Sound amplification equipment shall be adjusted to the minimum volume level necessary to be heard within the Blue Back Square area. Sound amplification equipment shall be directed toward the interior of the Blue Back Square Area, generally toward Webster Walk.
12. The pergola and columns which frame the stage were designed as decorative elements and are not structural in nature. Attachments to the pergola and/or columns must be approved in advance and must be sufficiently light in weight as to preclude any possibility of causing damage.
13. Goods or services shall not be sold to the public for profit within the Blue Back Square Area. No person may solicit payment from attendees at an event within the Blue Back Square Area except for charitable donations. Busking, the solicitation of tips, is prohibited.
14. The stairway and areas immediately surrounding the public elevator within the Blue Back Square Area shall not be used for displays, performances or otherwise blocked in any way. Public sidewalks shall not be blocked for any reason.
15. The Town of West Hartford shall not be responsible for injury to any person using the Blue Back Square Area or for any damage done to property owned by any user of the Blue Back Square Area.
16. Breach of peace or disorderly conduct by users of the Blue Back Square Area will not be tolerated. If an event attracts crowds which are sufficiently large or disorderly that they impede vehicular or pedestrian passage through the area, the Town may halt an event or restrict the areas where crowds are allowed to remain.
17. Individuals or groups who violate these rules will not be permitted to schedule future events in the Blue Back Square Area and will be deemed to be trespassing if they engage in unscheduled events in the Blue Back Square Area.