



Room Request Application

Please submit completed copy to:
Selectmen's Office

29 West Avenue, Essex, CT 06426
or fax to 860-767-8509

Please allow sufficient time for review of your request

Organization or Individual:

Contact Person:

Phone Number:

E-mail address:

Responsible Adult at Event:

Phone Number:

Contact Person Address:

Activity Purpose and Description:

Approximate number of persons to use facilities: _____

Room(s) requested: (please check which room you are requesting, and kitchen if required)

Room A (capacity 66)

Room B (capacity 10)

Auditorium (capacity 168)

Auditorium Kitchen

Other If other, please identify: _____

Special Requests (tables, chairs, etc.):

Date(s) Requested:

Time Requested:

I have read the Town Facilities Usage Requirements below, and I agree for myself or my organization, as the case may be, to fulfill the responsibilities and obligations of the Town Facility Usage Requirements.

Applicant Signature: _____ Date: _____

Approved by: _____ Date: _____
First Selectman or Representative

TOWN FACILITY USAGE REQUIREMENTS

1. Illegal activities will not be tolerated. Any violations may justify permanent restriction on the use of Town facilities by the individuals or organization involved.
2. Use or possession of alcoholic beverages or any illegal substances is prohibited on or within any Town property.
3. There shall be no smoking in Town buildings.
4. The sale of goods or services on or within Town property is prohibited, except as part of an event sponsored by a community-based organization for an educational, civic or charitable purpose. Qualification under this exception shall be determined by the First Selectman.

Sale of goods or services for the above event is approved. _____
First Selectman

Conditions, if any _____

5. The following events or activities are prohibited on Town property and in Town facilities:
 - a) Any activity, advertising and/or decorations that is or advocates any unlawful activity under the Constitution or laws of the State of Connecticut or of the United States.
 - b) Any event or activity in conflict with Town activities or functions.
 - c) Commercial advertising.
 - d) Any activity which may be injurious to the buildings, grounds or equipment of the Town.

SUPERVISION, CLEANING AND INSURANCE

1. Uniformed police officers or other paid security agents may be required at the users' expense for any activity where the Town determines that the potential number of participants or the character of the event may require traffic, safety or crowd-control. The number of such personnel to be engaged for any function shall be determined by the Town.
2. All groups using Town facilities **must designate an adult to be responsible for the overall supervision of the event or activity**. Such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises. The responsible adult shall not leave the property until all persons under his/her supervision have left.
3. Should special cleaning be required following your event, the contact person named above agrees that the individual or the Organization named will be responsible for all costs related to that cleaning.
4. **The individual or Organization shall provide liability insurance in the amount of not less than One Million Dollars (\$1,000,000.00), unless the Town determines that that the event or activity is covered under the Town's general liability policy without additional premium.** Individuals and organizations that use government facilities are not covered under local governmental insurance. Any outside party using local government facilities must provide a Certificate of Insurance. See attached brochure to purchase coverage or visit www.ebi-ins.com/tulip
5. The individual or organization, as the case may be, agrees to hold the Town harmless for any loss or liability relating to the event.
6. For off hours events, custodial fees may be charged at \$50.00 per hour.

Why TULIP?

REQUESTS to use local government (including cities, towns, counties, schools, and special districts) property and facilities by the public have become a common occurrence. Individuals and organizations that use your governmental facilities are not covered under your local government's insurance program. This opens the possibility of the local government becoming drawn into unnecessary claims.

THE SOLUTION to this dilemma is the Tenant Users Liability Insurance Program (TULIP). TULIP is a low-cost insurance policy that protects both the "Tenant User" and the local government. A "Tenant User" is any outside party using local government facilities. The policy applies to bodily injury or property damage arising out of the use of the local government's premises by Tenant Users. Premium costs are traditionally paid by the Tenant User. Premium costs are based on the nature of the event, the number of event days, the number of participants, the level of risk and any special requirements.

Coverage and Limits

COVERAGE Limits of \$1 million are available for products/operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (the Tenant User) becomes legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies.

COVERAGE INCLUDES:

- Premises Operations
- Products/Completed Operations
- Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability
- Third Party Personal Property
- Limits are outside cost of defense (Therefore, cost of defense is in addition to the limit of liability for any coverage.)
- The Local Government is an Additional Insured for Each Covered Event
- Liquor Liability — Optional

How it Works

- The local government is registered to use the TULIP program account through HUB International New England at no cost.
- When a Tenant User wants to use the local government's property, the facility management directs the Tenant User to www.ebi-ins.com/tulip and provides a six-digit ID code that identifies the local government. 050101
- The Tenant User enters the ID code and answers a few basic questions in a three-step process that provides an online quote.
- If the Tenant User decides to purchase coverage through the local government's TULIP program, the user simply enters his/her credit card information and the coverage is bound. A Certificate of Insurance is automatically sent via email to the local government, the Tenant User, and the broker.
- If the event falls outside of the program's scope, the user can call a toll-free number for a quote. Your Tenant User now has access to generate a quote and bind General Liability via the TULIP online system!



For more information contact:

Susan Landon

at

CIRMA

900 Chapel Street
New Haven, CT 06510
phone 203-498-3031
slandon@ccm-ct.org

- Or -

Susan Kludjian

at

HUB International, New England
299 Ballardville Street
Wilmington, MA 01887
Phone 800-370-2106

Entertainment Brokers Website:
www.ebi-ins.com/tulip



National League of Cities

The Tenant User Liability Insurance Program (TULIP), is sponsored by the National League of Cities (NLC) for the benefit of its member state municipal pools and their member cities, town, counties, school districts, and other special districts. For more information, contact State League Pooling Programs, National League of Cities Risk Information Sharing Consortium (NLC-RISC) at 202-626-3061.

TULIP PROGRAM

TENANT USER LIABILITY
INSURANCE PROGRAM



CIRMA offers this special-events insurance program sponsored by the National League of Cities (NLC) through its partner HUB International, New England

CIRMA

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