



**TOWN OF CANTON**  
 FOUR MARKET STREET  
 P.O. BOX 168  
 COLLINSVILLE, CONNECTICUT 06022-0168

**APPLICATION TO RESERVE/USE TOWN FACILITY OR PROPERTY**

**\*\*Requests should be submitted in writing a minimum of 60 days before the event\*\***

**A SITE PLAN SHOWING THE LAYOUT OF THE EVENT MUST BE ATTACHED.**

Function Name: \_\_\_\_\_

Location : \_\_\_\_\_

Date(s) : \_\_\_\_\_

The following information must be provided for all applicants. Additional pages may be attached hereto.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Sponsor/ Organization Name: \_\_\_\_\_

Sponsor/ Organization Address: \_\_\_\_\_

**Times of Events**

	From	To
Set Up and Prepare		
Actual Event		
Clean Up and Close		

**Estimated Attendance Figures**

Participants	
Vehicles	
Volunteers	

Event Description: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Indicate Location of Event**

- |   |  |
|---|--|
| <input type="checkbox"/> Town Hall Auditorium                 | <input type="checkbox"/> Community Center Conference Room    |
| <input type="checkbox"/> Town Hall Conference Room            | <input type="checkbox"/> Community Center Multi-Purpose Room |
| <input type="checkbox"/> Town Hall Parking Lot                | <input type="checkbox"/> Mills Pond Park                     |
| <input type="checkbox"/> Street Closure- Name Street(s) _____ |  |

**Special Features**

Will the event include any of the following?  Yes  No

If yes, the event features may require an inspection and/or special permit from the Building, Fire and/or Health Departments.

SPECIAL FEATURE	YES	NO
Tents/ Canopies		
Open Flame/ Cooking		
Fireworks		
Temporary Fencing/ Structures		
Portable Restrooms/ Waste Control		
Food/ Beverage Service		
Electrical Services/ Generators		
Carnival/ Amusement Rides		
Inflatables		
Street Closure		
Sidewalk Closure		
Public Parking Lot Closure		

**ALCOHOL**

Will there be alcohol at the event?  Yes  No (NOTE: ALCOHOL IS PROHIBITED ON SOME TOWN OWNED PROPERTY)

Type(s) of alcohol \_\_\_\_\_

Will the alcohol be given away?  Yes  No

Will attendees be permitted to bring their own alcohol?  Yes  No

Has a liquor license been obtained?  Yes  No A copy of the license must be attached.

The use of alcohol shall be consistent with the comprehensive Facility Use Policy as adopted by the Board of Selectmen and final approval shall be in the sole discretion of the Chief Administrative Officer.

**INSURANCE REQUIREMENTS**

A Certificate of Insurance naming the Town of Canton as an additional insured MUST BE ON FILE with the Chief Administrative Office at least ten (10) days prior to the actual event. Insurance is to be in limits of not less than \$1 million combined single limit personal injury and property damage covering owned and non-owned auto liability, premise liability and comprehensive general including product liability where indicated. If liquor is served, an additional \$2 million liquor liability policy is required naming the Town as additional insured. A separate Certificate of Insurance for \$1 million is required from all carnival and amusement companies. Copies of all Certificates of Insurance required must be provided and must show the name of the event and dates of the coverage prior to the issuance of the event permit. For more information on insurance requirements, please contact the Town's Executive Assistant to the CAO at (860) 693-7841. All companies must be licensed or authorized to conduct business in Connecticut.

**SECURITY DEPOSIT**

A \$250.00 refundable deposit must be made at the time of application for use of the Town Hall auditorium, Town Hall parking lot or the Community Center Multi-purpose room. A \$50.00 refundable deposit must be made at the time of reserving any other room at the Town Hall or Community Center. This shall be a separate check from the rental fee. Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility may result in the forfeiture of the security deposit and the disapproval of further applications by the applicant. The Chief Administrative Officer may waive a deposit if he/she feels it is unwarranted.

**CERTIFICATION**

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute this application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I understand that all transactions in the course of the event are subject to any applicable sales tax. All event participants shall comply with sales tax regulations. I agree to indemnify the Town of Canton and its respective officers, agents, and employees from any and all losses, claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees or agents, with regard to the event applied for.

**HOLD HARMLESS AGREEMENT**

All applicants requesting use of the Town facilities do hereby agree to indemnify, hold harmless and defend the Town of Canton, its officers, employees and agents from and against any and all claims, actions, causes of actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, cost and expenses (including reasonable attorney's fees) and any kind that may arise out of, relate to, or result from the use of any Town facility by the applicant.

Signature of Authorized Agent of Applicant

Print Name Here

Date

**Fees for Use of Facilities**

There are costs to the Town for maintaining facilities. These fees include maintenance, utilities, insurance and administrative oversight. With some events the presence of a custodian is also required which is a direct cost to the Town and depending on the date and time of the event is usually at overtime rates. In order to offset some of these costs a fee is charged to non-government sponsored use of facilities. The fees below include the cost for town staff, including custodians and lifeguards for the pool. The fees do not include the cost of police coverage if necessary for the event.

Priority 1: Government agency meetings

Priority 2: Non-profit community organizations (i.e. Boy/Girl Scouts or Chamber of Commerce)

Priority 3: Other not for profit organizations (i.e. condo associations or private individuals)

Priority 4: For profit organizations (including businesses and sole practitioners)

**Space Intended for Use Fees**

Town Hall Auditorium

Priority 1 No Charge  
 Priority 2 & 3 No Charge or \$40.00/hour with a four hour minimum if utilized on the weekend or outside of regular custodian hours.  
 Priority 4 \$60.00/ hour with a four hour minimum if utilized on the weekend or outside of regular custodial hours.

Town Hall Parking Lot

Priority 1 No Charge  
 Priority 2 No Charge  
 Priority 3 No Charge  
 Priority 4 \$50.00/hour

Town Hall Meeting Room

Priority 1 No Charge  
 Priority 2 & 3 No Charge  
 Priority 4 Not Permitted

Community Center

Multi-Purpose Room

Priority 1 No Charge  
 Priority 2 & 3 No Charge or \$40.00/hour with a four hour minimum if utilized on the weekend or outside of regular custodial hours.  
 Priority 4 \$50.00/hour

Mills Pond Pool & Recreation Facility\*

\$175.00 for 2 hours (\$260 for non-residents)

Park Pavilion Rentals

\$15.00/hour

\*Fee includes use of swimming pool, pool house and pavilions. In addition, fees include lifeguard staff to supervise all pool activities. The fees stated above may be waived by the Canton Board of Selectmen only. All fees collected from the renting of the Community Center or Mills Pond Park will be deposited in the Parks & Recreation special revenue fund. All other fees will be deposited in the Town's general revenue fund.

Department	Considerations
Police Department	<ul style="list-style-type: none"> <li>• Need for the police detail to conduct order, maintenance, security and traffic control.</li> <li>• Ascertain what crime prevention/ security measures must be implemented prior to the event.</li> <li>• Investigate the legality of the event and the applicant's fitness to be in control of the event.</li> <li>• Review of the traffic plan and impact to surrounding commercial and residential areas.</li> </ul>
Fire Marshal	<ul style="list-style-type: none"> <li>• Determine if the proposed use will comply with the State fire Safety Code.</li> <li>• Applicant must provide such plans, drawings, specifications and information that the Fire Marshal requests.</li> <li>• Determine what the fire prevention and emergency medical readiness shall be required prior to the event.</li> </ul>
Building Official	<ul style="list-style-type: none"> <li>• Ascertain what provisions of the Connecticut State building Code must be complied with prior to the commencement of the event.</li> </ul>
Public Works	<ul style="list-style-type: none"> <li>• Waste Management issues, Custodial Coverage, etc.</li> </ul>

Health	<ul style="list-style-type: none"> <li>• Number of portable toilets required.</li> <li>• Food preparation</li> <li>• Ensure food handling is in compliance with all state and local regulations.</li> <li>• 19-13-B81-B96 Connecticut Public Health Code specifically regulates “Mass Gatherings” which are defined as an assembly of 3,000 or more persons at a stated location for a period of eighteen or more consecutive hours.</li> </ul>
Parks and Recreation	<ul style="list-style-type: none"> <li>• Availability of facility/park.</li> <li>• Coordination of services.</li> <li>• Ascertain the need for additional refuse collection, use of utilities, and impact on public use of parks.</li> <li>• Determine if there is a need for a security deposit and all applicable fees and charges.</li> <li>• Confirms cancellation/postponement due to weather conditions.</li> </ul>

**TOWN STAFF REVIEW**

The applicant must contact the following Town Staff to process and execute the application.

OFFICIAL	COMMENTS	SIGNATURE
Building Official (860) 693-7854  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Parks & Recreation (860) 693-5808  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Public Works (860) 693-7854  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Police Chief (860) 693-0221  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Health District (if necessary) (860) 352-2333  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Fire Marshal (860) 693-7857  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Chief Administrative Officer (860) 693-7841  <input type="checkbox"/> Yes <input type="checkbox"/> No		