



# Torrington Parks and Recreation Department

## Franklin Plaza - Applicant and Sponsoring Organization Information

Please complete all data as required.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Page: \_\_\_\_\_

Manager **ON-SITE** during the event: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Contact Name & Number: \_\_\_\_\_

Any change in the above information, please immediately notify the Parks and Recreation Department.

### Special Event Information:

- Type of Event:**     Event is open to the public.     Event is private
- Vending Products/Services    Rally    Charity Event    Wedding    Recreation    Fair
- Concert    Picnic    Cultural    Other (specify): \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Details (Describe physical boundaries, please include diagram on map provided): \_\_\_\_\_

Actual hours of event: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Set-up times: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM | Take-down times: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Description of event set-up: \_\_\_\_\_

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

- If you plan to serve food and/or alcohol at your event, please see Page 3.
- If you plan to have tents, staging, fencing, bleachers, electrical needs, etc., please see Page 3.
- Please refer to page 3, to see if your event may require police coverage.
- COVID-19 Health and Safety plans are required for all events and must be submitted to the City.
- Please Note: Applicant will only be required to complete pages 1-2, unless prompted to fill out Pages 3-4 as noted above.

**Other Permits & Fees:** Please note, all components of this event are subject to review and approval by the City of Torrington and the Parks and Recreation Department. This event may require additional review and/or approval and/or permits from other town departments and/or state agencies. The Parks and Recreation Departments approval does not constitute permission from all agencies. It is the responsibility of the applicant to secure all necessary permits from the City of Torrington and/or the State of Connecticut. In the event that Torrington Police Department personnel are assigned, the applicant understands they are responsible for these costs.

**Insurance Requirements:** The permittee shall furnish a certificate of insurance affording general liability coverage, with limits of not less than \$1,000,000 per occurrence, protecting from and against bodily injury and property damage, and affording coverage for premises and completed operations liability. The General Liability coverage shall include the City of Torrington, its directors, agents or employees as additional insured's and should include the additional insured endorsement with the documentation. The City of Torrington reserves the right to require increased Liability coverage limits depending on the size and scope of the facility use by the permittee and also reserves the right to waive the need for this insurance. The City of Torrington, in an effort to help individuals, groups, and organizations using City of Torrington owned parks and facilities to obtain liability insurance, has enrolled in the "TULIP" program. **To access the TULIP program, please refer to the City of Torrington - TULIP Guide.**

*City Ordinance 75-3 C. Persons may offer, sell, possess, and/or consume alcoholic beverages at Franklin Plaza in accordance with the Connecticut Liquor Control Act, § 30-1 et seq. of the Connecticut General Statutes and by obtaining a permit issued in accordance with regulations established by the Park and Rec Commission and/or City Council. If an applicant is approved to offer alcoholic beverages at their event, in addition to obtaining the appropriate permit, they may also be required to provide the City with Liquor Liability Insurance.*

**Affidavit of Applicant:** Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Parks and Recreation Department. By signing this agreement, you agree to comply with all CT DECD Sector Rules for return to play entitled "Sports, Sports Clubs & Complexes, Gyms, Fitness Centers, & Pools" (if applicable), CDC Guidelines, and all State of Connecticut Executive Orders issued in 2020 related to COVID-19, including but not limited to social gatherings, social distancing, sanitation, and facemask use.

Name of Applicant: \_\_\_\_\_ (print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consult with the Torrington Area Health District**

|   |                          |   |
|---|--------------------------|---|
| <input type="checkbox"/>  | <input type="checkbox"/> | Will this event provide food concession and/or on-site food preparation?  |
| <input type="checkbox"/>  | <input type="checkbox"/> | Will the food that is being prepared, cooked, or served at the event area be available to the <b>PUBLIC</b> to consume? |
| <input type="checkbox"/>  | <input type="checkbox"/> | Do you intend to cook food at the event?  |
| Please specify heating source you will be using for food preparation.<br><input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> CHARCOAL <input type="checkbox"/> OTHER: _____ |                          |   |
| Please specify refrigerator source if applicable: _____   |                          |   |

**Consult with the Torrington Police Department**

|   |                          |  |
|---|--------------------------|--|
| <input type="checkbox"/>  | <input type="checkbox"/> | *Will this event generate any pedestrian traffic?                                      |
| <input type="checkbox"/>  | <input type="checkbox"/> | *Will this event need on-site parking?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | *Does this event require off-site parking?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | *Will alcohol be served at this event?   |
| <input type="checkbox"/>  | <input type="checkbox"/> | *If alcohol is allowed, is the applicant providing or serving the alcohol for revenue? |
| If alcohol is provided/served, a permit is required through the State of Connecticut:<br><a href="https://portal.ct.gov/-/media/DCP/LIQUOR_CONTROL/New-Applications/Temporary-Liquor-Permits/New-Application---TEMPORARY.pdf?la=en">https://portal.ct.gov/-/media/DCP/LIQUOR_CONTROL/New-Applications/Temporary-Liquor-Permits/New-Application---TEMPORARY.pdf?la=en</a>  |                          |  |
| <p><b>City Ordinance 75-3 C.</b> <i>Persons may offer, sell, possess, and/or consume alcoholic beverages at Franklin Plaza in accordance with the Connecticut Liquor Control Act, § 30-1 et seq. of the Connecticut General Statutes and by obtaining a permit issued in accordance with regulations established by the Park and Rec Commission and/or City Council.</i></p> <p><i>If an applicant is approved to offer alcoholic beverages at their event, in addition to obtaining the appropriate permit, they may also be required to provide the City with Liquor Liability Insurance.</i></p> |                          |  |

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this event require a first aid facility (ies) and/or ambulance (s)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you set-up table (s) and/or chair (s)? How many of each?: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you need to set-up fencing, barrier (s) and/or barricade (s)?<br>Details: _____                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be booth (s), exhibit (s), display (s), and/or enclosure (s)?<br>Details (Quantity/Dimesnions/Type): _____ |

**Consult with the Building Inspector & Fire Marshal. Additional permit(s) may be required.**

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this event require canopy (ies) and/or tent (s)?<br>Please include dimensions: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does this event require scaffolding, bleacher (s), platform (s), grandstand (s) or related structure (s)? Please describe: _____ |

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this event require stage(s)?<br>Please include dimensions: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event be providing entertainment? Please describe: _____<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this event be advertised? If so, how? _____<br><i>Please include any advertising material you will publish. Please note, this event may not be advertised prior to City of Torrington approval.</i>                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this event being sponsored by a third party? Will there be any vending or promotional activity going on during the event? Please describe: _____<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | *Does this event require electricity? Electricity on site: _____? Additional electricity - What will the source be: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | *Does this event require trash container (s) and/or dumpster (s)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | *Will this event require any vehicle (s) and/or trailer (s) to be stored on-site?<br>Type and quantity: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | *Does this event require a banner(s)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | *Does this event require portable toilets onsite (to be supplied by event sponsor)? If so, how many _____? Location to be determined by the City of Torrington. Contact - Suburban Sanitation for City of Torrington's contracted rates. |
| <input type="checkbox"/> | <input type="checkbox"/> | *Will this event provide inflatable device(s) and/or amusement(s)? Please describe and include vendor(s) name(s) and source of inflation. _____<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | *Does this event require amplified sound? If yes, please indicate the following: Start Time, End Time, Source of Power, Vendor(s), etc. _____<br>_____   |

**Applicant shall review this section.  
This section shall be completed by Staff Only.**

| Approval Process         |                          |                          |  | Torrington Parks and Recreation               |             |
|--------------------------|--------------------------|--------------------------|--|---|-------------|
| Yes                      | No                       | N/A                      | Need More Info   |   |             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Superintendent of Parks and Recreation</i> | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Event requires Attendants (s). Number to be assigned.</b>               |   |             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Police Department Representative</i>       | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Event requires Police Officer(s).</b>                                   | <i>Number to be assigned</i>                  |             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Director of Public Works</i>               | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Director of Planning</i>                   | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Torrington Area Health District</i>        | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Event requires Health District inspection prior to the event.</b>       |   |             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Building Official</i>                      | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Event requires Building Department inspection prior to the event.</b>   |   |             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Fire Marshal</i>                           | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Event requires Fire Marshal's Office inspection prior to the event.</b> |   |             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <i>Superintendent of Public Works</i>         | <i>Date</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Event requires Public Works Employees(s). Number to be assigned.</b>    |   |             |

**Event Notes:**

|                                   |                                 |   |             |
|-----------------------------------|---------------------------------|---|-------------|
| This is event has been            |                                 |   |             |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <i>Torrington Parks and Recreation Commission Chairperson</i> | <i>Date</i> |

# CIRMA

# Tenant User Liability Insurance Program



## WHY TULIP?

When your town or school opens its doors to privately sponsored events, you also open yourself to considerable risk that may not be covered by your Liability-Auto-Property policy. This opens the possibility of your Liability-Auto-Property policy becoming drawn into unnecessary claims.

TULIP, the Tenant User Liability Insurance Program, provides CIRMA Liability-Auto-Property members a convenient source of special-events coverage that protects the

Tenant User and the public entity and/or school district against liability and property damage.

The policy is purchased by the Tenant User specifically for the special event. TULIP policies automatically list the public entity and/or school district as an additional insured, providing municipalities and public schools an easy way to implement this facilities-use risk management best practice.

TULIP policies are low cost, convenient to purchase, and specific to the type of event. The policy applies to bodily injury or property damage arising out of the use of the public entity or school districts' 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.

## WHAT TYPE OF EVENTS CAN TULIP BE USED FOR?

TULIP is ideal for:

- Weddings, showers, and parties;
- Farmer's markets and fund raisers;
- Classes and meetings; or
- Music and dance recitals.



# Tenant User Liability Insurance Program

## How it Works

- ✓ The public entity and/or school district is registered to use the TULIP account through HUB International New England at no cost.
- ✓ When a Tenant User wants to use the public entity's and/or school district's property, the facility management directs the Tenant User to the TULIP website at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) and provides an ID code that identifies the public entity and/or school district.
- ✓ 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 public entity's and/or school district's TULIP, the user simply enters his/her credit card information and the coverage is bound. A Certificate of Insurance (COI) is automatically sent via email to the COI contact at the public entity and/or school district, the Tenant User, and CIRMA.

## Limits and Coverage

### Limits

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 (Cost of defense is in addition to the limit of liability for any coverage)
- ✓ Liquor Liability\*
- ✓ The Public Entity and/or School District is an Additional Insured for Each Covered Event

\* If there are any charges or fees collected by the host/organizer, or any participating vendor, and alcohol is provided or sold, then we recommend purchasing Liquor Liability Coverage in addition to the General Liability to avoid any potential exclusions applying to the event. If the host/organizer is providing alcohol, but no fees or charges are involved (such as a private party or reception) then the Host Liquor Liability included in the basic coverage will apply, subject to the term and conditions of the policy.

## Cancellations

TULIP policies can be cancelled for a full refund prior to the policy effective date per the policy terms and conditions. Please contact OneBeacon Entertainment or your CIRMA representative for additional information as there are several conditions which must be met for a full refund to be received.

**For More Information - Please contact David Villecco at CIRMA: [dvillecco@ccm-ct.org](mailto:dvillecco@ccm-ct.org) -or- 203-498-3053**

This material is intended for informational purposes only, and descriptions of insurance coverage are general in nature and are not to be construed as actual policy language.

This material does not amend, extend, or otherwise affect the provisions or coverages of any insurance policy issued by Connecticut Interlocal Risk Management Agency (CIRMA) or placed with a commercial carrier by CIRMA on the behalf of the CIRMA membership, nor is it a representation that coverage does or does not exist. Coverage depends on the facts and circumstances of each claim or loss, all relevant policy provisions and applicable law. Availability of any coverage referenced in this document depends on underwriting qualifications and Connecticut State and Federal regulations.

© 2020 Connecticut Interlocal Risk Management Agency (CIRMA) all rights reserved.



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, towns, counties, school districts, and other special districts.



**CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY**  
545 Long Wharf Drive, 8th Floor  
New Haven, CT 06511  
[www.CIRMA.org](http://www.CIRMA.org)  
Rev. 060320



## City of Torrington ~ Torrington Parks and Recreation Franklin Plaza Event Rules and Regulations

The City of Torrington welcomes everyone to use this plaza as a resource for social, educational, leisure and recreational purposes. The following rules are intended to make your visit more enjoyable:

- Do not leave any personal items unattended.
- Written approval and permits are required for the consumption and/or sale of alcohol in the plaza and will only be granted when associated with an event at Franklin Plaza scheduled and approved by the City's Parks and Recreation Department in accordance with City Ordinance 75-3 C (effective November 22, 2020 – TBD.)
- Nothing may be sold unless approved by the City's Parks and Recreation Department.
- No staking, driving of poles or any other type of ground anchoring devices will be allowed in any areas of the plaza.
- No hanging, tying, or attachment of awnings, banners, signs, posters, etc., to any building or other fixed object (including plant materials) will be allowed.
- Any items being moved in, out, or within the plaza area shall be transported in a manner so as not to cause any damage to surfaces, including but not limited to brick pavers, concrete surfaces, and landscape beds. Vehicle access is not permitted within the plaza.
- All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted; 2) extension cords may not cross walkways; 3) extension cords are to be U.V. listed and sized accordingly; and 4) circuits shall not be overloaded in the event sound or other high-amperage equipment is to be used.
- No chemical or synthetic agent that may cause discoloration or staining of surfaces may be used on the plaza, including but not limited to spray paint, stains, varnish, etc.
- Under no circumstance shall any plant material or parts of plant material be removed from the plaza; nor shall any part of a plant be broken, trimmed, tied, or abused in any manner.
- Written approval from the Parks and Recreation Department (Events) and/or Planning and Zoning Department (Outdoor Dining Permits) is required for the sale or distribution of food in the plaza. Any sale or distribution of food in the plaza will require permitting through the Torrington Area Health District.
- Hot and cold beverages may be prepared and served on the hardscape of the plaza.
- No glass containers are allowed on the plaza.
- At all times, the applicant must have someone present on the plaza or at immediate access having authority to make any necessary corrections or changes so as to comply with these guidelines, requirements, and regulations.
- The Franklin Plaza may be reserved by calling (860) 489-2274 to request a permit application. If the area is reserved, other users are prohibited. If there is no reservation, the area may be used on a first-come, first-served basis, for a maximum of two hours.

**A visitor whose conduct is disruptive, compromises safety, or is otherwise incompatible with the intended purpose of the park will not be tolerated.**

**Plaza Rental Information**



## **Torrington Parks and Recreation Department General Rules & Regulations**

The following is a summary of the City of Torrington Rules and Regulations for Franklin Plaza:

- No loitering.
- Only authorized vehicles are allowed within the Plaza. No motorized vehicles are allowed within the Plaza including, ATV's, snowmobiles, scooters, etc.
- No overnight camping or open fires are allowed.
- Dogs and other pets must be on a leash and under the control of the owner at all times. Dog owners are expected to pick up after their pets.
- No weapons, firearms, explosive devices, or alcoholic beverages shall be brought into the Plaza.
- No climbing on buildings or structures not erected for this purpose. Never damage, write upon, paint, or remove any natural resource, structures, or equipment in the Plaza.
- Public address or loudspeaker systems or other electronic audio devices are allowed by permit only.
- Any groups interested in reserving the Plaza for programs or organized events must contact the Parks and Recreation Department.
- No signs may be posted, except by special permission of the Superintendent of Parks and Recreation.
- Littering or dumping of any household or yard material is prohibited.
- The City of Torrington is not responsible for personal items left in the Plaza.
- No person shall smoke, use tobacco, or vaping products within the Plaza.
- Nothing may be sold unless approved by the City's Parks and Recreation Department.
- All City Ordinances apply.

### **Rental Fee Schedule:**

Fees may be waived at the discretion of the Parks and Recreation Commission. If City staff is required for oversight and/or maintenance duties at an event, the City may elect to charge fees for the event. If police coverage is required, the event organizer must make all necessary arrangements directly with the Police Department.

### **Event Fees:**

- Small Scale Event – Free for Torrington Based Business/Organizations – No Fees (Events that do not require City Staff.)
- Medium Scale Event – Torrington Resident/Torrington Based Business/Organizations - \$25.00 Per Hour; Non-Resident - \$50.00 Per Hour (Event requires an attendant on duty.)
- Large Scale Event – Torrington Resident/Torrington Based Business/Organizations - \$50.00 Per Hour; Non-Resident - \$100.00 Per Hour (Event requires both two attendants.)
- Event size determination will be made by the Parks and Recreation Department.

The City reserves the right to require any group or organization to provide portable restroom facilities and/or a dumpster and to be responsible for the payment of all costs incurred for such services.

### **Reservations**

Reservations for the Franklin Plaza are made through the Torrington Parks and Recreation Department. Please call (860) 489-2274 for more information.

### **Reservation Process**

1. Call (860) 489-2274 for more information and availability of Franklin Plaza.
2. Submit a Rental Form to the Torrington Parks and Recreation Dept., email to [parks@torringtonct.org](mailto:parks@torringtonct.org) or fax it to (860) 489-2588.
3. The Rental Form request will be reviewed. If approved, you will receive an invoice from the Parks & Recreation Department administrative office.
4. Invoice payment is due in full within ten working days of receipt. Make checks payable to: Torrington Parks and Recreation Dept., 153 South Main Street, Torrington, CT 06790. There is a \$20.00 service charge for returned checks.

All rentals are subject to the rules and regulations of the City of Torrington Parks and Recreation Department. Any individual reserving the Island (hereafter referred to as "User") must be 18 years of age or older, and the City reserves the right to verify same.

### **Setup/Breakdown**

Setup and breakdown for the event must take place within the time of the reservation. Under no circumstances may the User enter Franklin Plaza area before it opens at daylight, and the event must conclude by 10:00 PM. The area must be clean and vacated by 11:00 PM unless prior arrangements have been made. If tents or other equipment are set up early or picked up after the designated reservation, the User will be charged for the additional half-day or all-day reservation. The City of Torrington is not responsible for any items brought to the property or left unattended. A City of Torrington employee will inspect the site at the end of the reservation.

### **Electrical Use**

All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted, 2) extension cords may not cross walkways, 3) extension cords are to be U.L. listed and sized accordingly, and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application. All intended electrical use must be reviewed and approved by the City's Building Department.

### **Allowed Uses, Guests and Outside Services**

All equipment brought to Franklin Plaza, including but not limited to tents, amusement games or equipment, band setups, etc., is subject to the approval of the Superintendent of Parks and Recreation or other city officials as warranted. The User is responsible for all guests and outside services, including but not limited to caterers, special event companies, amusement services, etc. The User is liable for any damages to the facilities, equipment, and grounds.

### **Amusement/Entertainment Services**

Amusement and Entertainment Services must be pre-approved by the City of Torrington and will require a Certificate of Insurance naming the City of Torrington as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Catering**

Franklin Plaza must be cleaned immediately after the event. All food, service equipment, decorations and supplies must be removed. The facility must be left in the same condition as it was found.

Catering services, if used, must provide a Certificate of Insurance naming the City of Torrington as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Music Amplification and Noise Levels**

Sound amplification that exceeds the City noise ordinance is prohibited. A copy of this ordinance is available at City Hall or on the city website at [www.torringtonct.org](http://www.torringtonct.org).

### **Decorations**

The User may not alter Franklin Plaza or the existing plants or grounds in any way. Nails, staples and/or tape are not allowed for use on the grounds. Only string, zip ties or poster tape may be used to attach decorations. Rose petals, balloons and bubbles are allowed, but must be cleaned up after the event. Artificial confetti, confetti poppers, rice, birdseed, and artificial rose petals are prohibited. Pyrotechnics or fireworks (including sparklers) are prohibited.

Candles such as citronella or decorative candles are allowed, but waxless candles or a ground cover must be used to prevent dripping wax. Large bucket-candles, tiki torches, or any flames larger than 1 ½ inches are prohibited.

### **Cleaning of Property**

The facilities and grounds must be left in the same condition as they were found. The User is responsible for removing all equipment, decorations, supplies, and trash (including cigarette butts) left by the event. Food waste and other related items must be properly bagged and placed in the designated areas for trash or removed from the Island.

**Cancellation/Refund Policy**

-A full refund minus the \$100.00 non-refundable reservation fee will be given when a patron cancels their reservation at the Parks and Recreation Department at least two weeks prior to the reservation date.

-A 50% refund of total fee paid minus the \$100.00 non-refundable reservation fee when cancelling or dropping out of the facility rental less than 2 weeks prior to the activity, event, etc.

-No refund day of or after start of activity, event, facility rental, or other rentals and/or services, must give 24-hour notice due to equipment and cleaning prep.