

APPLICATION FOR USE OF THE TOWN GREEN
(FILE WITH THE FIRST SELECTMAN'S OFFICE)
(PRINT OR TYPE ALL INFORMATION)

NAME OF NON-PROFIT BRANFORD ORGANIZATION _____

PURPOSE OF ORGANIZATION _____

PROOF OF INSURANCE IF APPLICABLE _____

PERSON IN CHARGE OF EVENT _____

(MUST BE A BRANFORD RESIDENT)

ADDRESS _____

TEL. (W) _____ (H) _____ Cell _____ Email _____

ACTIVITY TO BE HELD _____

DATE/S & DAY/S OF EVENT _____ TIME OF EVENT _____

ESTIMATED NUMBER OF PEOPLE EXPECTED TO PARTICIPATE _____

If necessary, The First Selectman will assign a location.

WILL FOOD BE AVAILABLE FOR SALE? Yes ___ NO ___

If yes East Shore Health District must be contacted for a license.

THE UNDERSIGNED HAS READ AND WILL ABIDE BY THE TOWN GREEN GUIDELINES COVERING THE USAGE OF THE BRANFORD GREEN. (SEE GUIDELINES ATTACHED)

SIGNED _____ TITLE _____ PRINT NAME _____

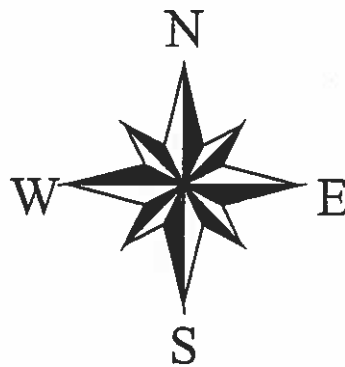
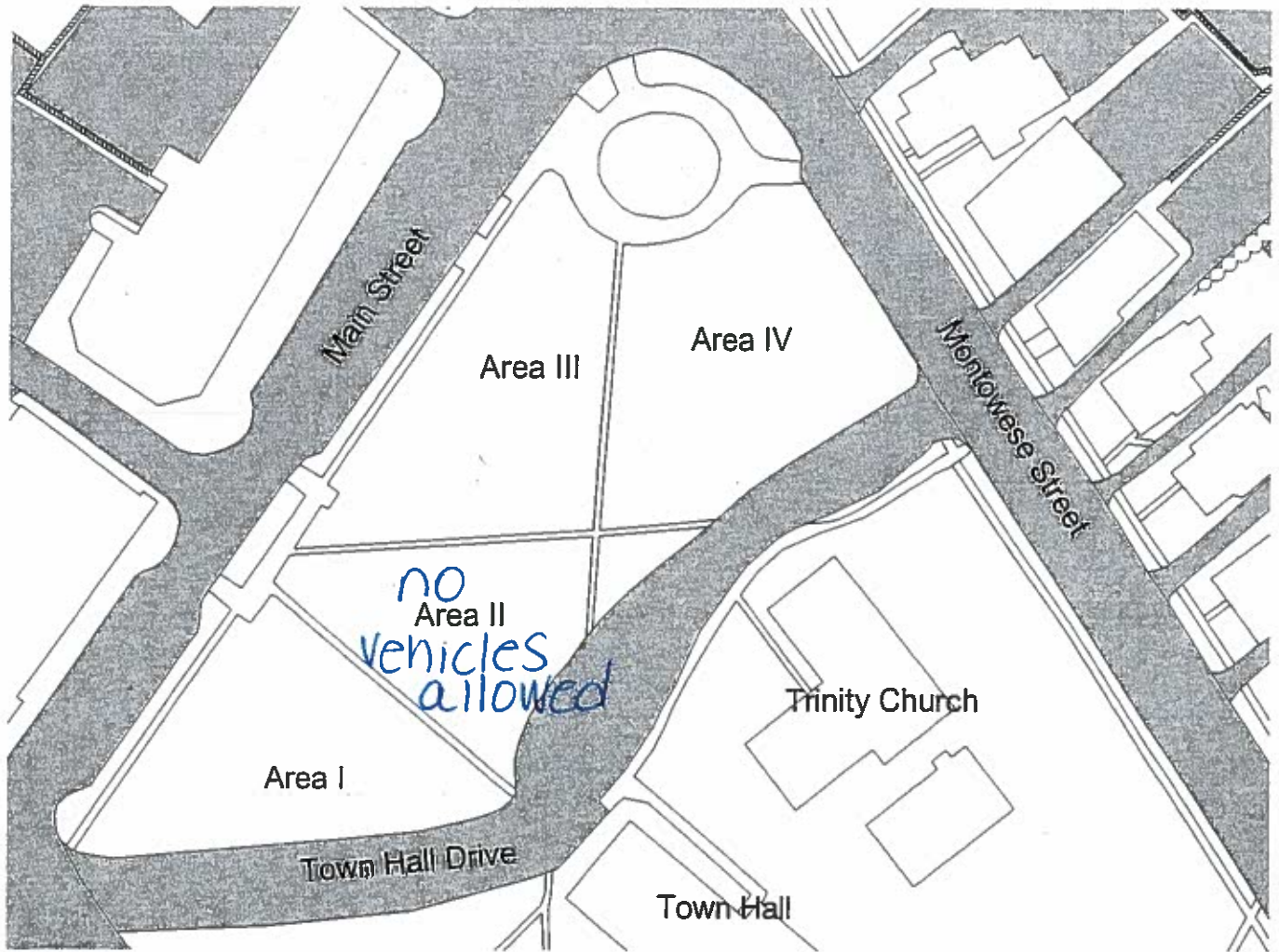
For official use only:

APPROVAL _____

Board of Selectman (Authorized signature)

Copies of the application will be sent to the Green Committee, The Academy, Baptist Church, Congregational Church & Trinity Episcopal Church for review.

Branford Town Green



TOWN GREEN GUIDELINES

Branford is justifiably proud of our Town Green. Please be sure to maintain a high standard of quality when planning your activity or lending space to exhibitors. All users of the Town Green must abide by the following:

1. Use of the Branford Green is limited to Branford non-profit organizations. The applicant must be a Branford resident.
2. All applications must be submitted four weeks prior to the requested event.
3. A Sunday event and the set up for that event must be scheduled after twelve noon.
4. No alcoholic beverages may be served on the Town Green.
5. No signs or placards should be nailed or stapled to trees.
6. Tree branches should not be pruned to accommodate booths or other structures.
7. The sponsoring organizations or individuals must be responsible for cleaning up after the event and restoring the Green to its previous condition. Excess trash must be removed from the Green and is not to be placed outside of, or overflowing from, trash containers on the Green. If the cleanup has not been properly done to the Town's satisfaction, the Town will complete the cleanup and the sponsoring organization will be billed.
8. Grease and or other contaminants spilled on the ground should be cleaned up and removed.
9. Usage of vehicles on the Green should be kept to a minimum. Loading and unloading should be done at curbside.
10. Exhibitors will not be allowed to park all day along the Green; i.e. Town Hall Drive or Main Street. All exhibitors will park for the day in the municipal lots located on the corner of Montowese and South Main Streets, behind the Board of Education building or the lot between Harrison Avenue and Park Place. The sponsoring group is responsible for enforcing this regulation.
11. If food preparation and/or sale will occur, the East Shore Health District must be contacted for a food service license.
12. Proof of insurance may be required, but may be waived by the Board of Selectman.
13. All requests for usage of the Town Green are subject to approval by the Board of Selectmen.
14. Failure to abide by the above Rules and Regulations governing the Branford Green may forfeit an organizations ability to use the Green in the future.

Approval by the Board of Selectman, May 7, 1991, effective May 8, 1991; revised at a Special Selectmen's Meeting on June 2, 1992 and amended by the Board of Selectmen, February 20, 2002, amended by the Board of Selectmen, February 18, 2004, amended by the Selectman 4/2010.

cc: Academy on the Green
Baptist Church
Chamber of Commerce
Congregational Church
East Shore Health District
Festival Committee
Fire Department
Green Committee
Merchants Association
Police Department
Public Works Department
Recreation Department
Trinity Episcopal Church