

BOROUGH OF LITCHFIELD

28 Russell Street
P.O. Box 913
Litchfield, CT 06759

Phone: 860-567-8866
Email: BOL@boroughoflitchfield.org

PARADES, PROCESSIONS & SPECIAL EVENTS APPLICATION

APPLICANT'S NAME: _____
APPLICANT'S ORGANIZATION: _____
APPLICANT'S PHONE: _____ ALTERNATE PHONE _____
APPLICANT'S EMAIL: _____
NAME OF PARTY RESPONSIBLE FOR
EVENT (ENTITY'S REPRESENTATIVE): _____

EVENT DATE: _____ RAIN DATE: _____
TIME EVENT BEGINS: _____ TIME SET UP BEGINS: _____
TIME EVENT ENDS: _____ TIME CLEAN UP ENDS: _____

NAME OF EVENT: _____
EVENT DESCRIPTION _____

EVENT LOCATION: _____
ANTICIPATED # OF ATTENDEES: _____

DESCRIBE ALL BOROUGH AND/OR TOWN RESOURCES REQUIRED IN CONNECTION
WITH THE EVENT: _____

WILL TEMPORAY STREET CLOSING BE REQUIRED: YES / NO

If yes, the applicant must provide a written acknowledgment by all affected property owners that motor vehicle traffic will be permitted during the event, except for vehicles used in conjunction with the event, with the exception of municipal and emergency vehicles.

If this application is approved, it is subject to all of the following conditions by which the Applicant and responsible Party intend and agree to be legally bound:

1. The Board of Warden and Burgesses may impose such conditions relating to personnel, supplies, equipment, casualty insurance and other matters as it deems necessary to protect the general public and Special Event Participants.
2. It is the policy of the Borough of Litchfield not to subject its taxpayers to payment of costs associated with any special event not sponsored by the Borough Council. Therefore, direct costs incurred by the Borough shall be borne by the Applicants. Costs shall be limited to direct out of pocket expenses incurred by the Borough such as, but not limited to, wages paid to Borough employees, special fire police wages, and the cost of temporary sign and barricade rentals. No approval shall be issued until all costs for prior special events approved for the Applicant shall have been paid in full.
3. Limitations on approval. No approval granted hereunder shall authorize or excuse any breach of the law or any trespass upon the rights of others or render the Borough of Litchfield liable for any damage committed or caused under color thereof.
4. Applicant hereby indemnifies and holds the Borough of Litchfield, its elected officials, appointed officials, agents and employees harmless from and against any and all claims and liability for personal injury, property damage, death, loss, deficiency, claim or other expense (including reasonable attorney's fees and other costs and expenses incident to any claim, suit, action, or proceeding) asserted by or on behalf of anyone, in any manner either directly or indirectly arising out of the activity for which is approval is granted.
5. Applicant agrees to conduct this Special Event in accord with all applicable ordinances, statutes, and regulations of the Borough of Litchfield, the State of Connecticut, and the United States of America, and no activity shall violate any of the foregoing.
6. Approval is granted for the purpose set forth above, and no other activity shall be conducted except upon further approval of the Board of Warden and Burgesses.
7. Applicant agrees to conduct the Special Event so as not to become a nuisance to the general public, or the neighborhood in general, and so as not to disturb the peace and good order of the Borough.
8. Applicant agrees to conclude the Special Event by the time specified and shall promptly restore public areas to the use of the general public.

DATE _____ **APPLICANT SIGNATURE** _____
DATE _____ **APPLICANT SIGNATURE** _____

FOR BOROUGH USE ONLY

DATE RECIEVED _____ **DATE APPROVED** _____
FEE PAID _____ **ESCROW RECIEVED (if applicable)** _____
DATE DESCRIPTION PLANS RECIEVED _____
DATE PROPERTY OWNER ACKNOWLEDGEMENT RECIEVED _____