



Town of Dighton

979 Somerset Avenue

Dighton, MA 02715

(508) 669-6431

Facility Reservation Request Form

Facility Requested: _____

Event Date: _____ Start Time _____ End Time _____

Applicant/Organization: _____

Address: _____ City/Zip: _____

Phone: Home/Cell: _____ Work: _____

E-Mail Address: _____ Contact: _____

Type of Event: _____ # of Attendees: _____

Event Details: *Please be specific* i.e. Alcohol*, food, music, entertainment, etc.

**If alcohol is being served a Liquor Liability Policy must be provided (\$1,000,000.00) see insurance for more details.*

Live Band/DJ? No _____ Yes _____

If yes, contact Board of Selectmen for permit.

Concession Sales? No _____ Yes _____

If selling food, contact Health Department for permit.

Tents larger than 10 X 20? No _____ Yes _____

If yes, contact Building Department for permit.

Mechanical Rides/Inflatables? No _____ Yes _____

If yes, a certificate of insurance must be provided.

Open to the General Public? No _____ Yes _____ Admission Fee _____

Check Appropriate Field:

Fund Raising Group Non-Profit Commercial In-Town
 Commercial Out-of-Town Resident Other

Fee Paid by Cash/Check

Fee Waived

Board of Selectmen Vote

Terms and Conditions of Use:

1. Users must leave the facility as they found it. Users may be charged fees to cover costs for damages or cleaning.
2. Users must remove all trash and recycling on the same day as the event. The town does not employ a custodian and other events may be scheduled to use the facility after you. Please contact Dighton Police with any issues if the town offices are closed.
3. No open flames, i.e. candles, torches, etc. are allowed. Chafing trays with sternos are allowed.
4. Exits and entrances must be kept clear. Tables must be a minimum of six (6) feet from exits and entrances.
5. All decorations must be fire resistant.
6. No live trees or shrubs allowed, including Christmas trees.
7. The Town of Dighton is a tobacco-free facility. There is no smoking inside or outside the buildings.
8. No fog machines or fake smoke machines are allowed.
9. Permits are required for temporary signs and in some cases tents. No signs are allowed on public property without prior approval of the Board of Selectmen.
10. The town is not responsible for the loss or damage to any person or the property of any user, or of any individual attending the event.
11. No views expressed by private individuals or groups using public property shall be considered the view of the Town.

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of Dighton for a scheduled event. A General Liability Policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town of Dighton as additional insured must be provided with the submission of the application. The insurance requirement may be waived by a vote of the Board of Selectmen. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

Indemnification Agreement: I/We, _____ group, agree to pay for any damage to the facility incurred during the term of rental by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we agree to indemnify and hold harmless the Town of Dighton and its employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature arising out of the use of Town of Dighton properties herein specified. I have received a copy of the Policy on Reservation and Use of Town Property and agree to abide by all the rules and regulations formulated by the Board of Selectmen for the use of buildings and facilities; and to adhere to all specifications and limits listed.

Signature

Individually/Authorized Signature for the Group

(Applicant must be 18 years of age or older)

Date



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SCHEDULE OF RENTAL FEES

Old Town Hall	Resident	\$75.00
	Non-Resident	\$100.00
Town Hall	Resident	\$75.00
	Non-Resident	\$100.00
Library	Resident	\$25.00
	Non-Resident	\$50.00
Gazebo		No Fee
Pavilion <i>(Coordinated by the Lions Club)</i>		No Fee
Karl K. Spratt Memorial Field		No Fee
Athletic Playing Fields <i>(per season/sport determined by the Parks and Recreation Commissioners)</i>		