

Request to use the Westford Common

Note: If you are a food vendor, you must apply for a vendor license, see <https://westfordvt.us/wp-content/uploads/2018/06/Mobile-Food-Vendor-Ordinance.pdf> and

<https://westfordvt.us/wp-content/uploads/2019/05/Mobile-Food-Truck-Vendor-Application.pdf>

Name of responsible individual: _____

Name of organization if applicable: _____

Phone number: _____ Email: _____

Application date: _____

Number of people attending (or range expected): _____

Date(s) of event: _____

Please note, rain dates are prohibited. If your event is cancelled, and you wish to reschedule, a new application is required.

Start Time (include set up time): _____

End time (include clean up time): _____

Primary area of the Common you plan to use, i.e. east of the gazebo, the gazebo, the playground area, etc.

Description of event (include as much detail as possible):

Please note, depending on size and duration of event, you may be required to provide an additional Portalet at your expense.

See next page for User Policy, each item requires an initial. By submitting this 2 page application, you agree to abide by the User Policy. Typed name is acceptable as signature.

Signature: _____ Date: _____

Submit to WestfordCommonCommittee@gmail.com and townadmin@westfordvt.us

Please note, approval can be revoked at any time.

Administrative Decision

Completed application received: _____ Portalet required? _____ Yes _____ No

_____ Approved

_____ Denied Reason: _____

Signature: _____ Date: _____

Westford Common Use Policy

The Westford Common is a beautiful, historical area owned by the Town of Westford (the "Town") much used by townspeople and visitors. As such, it is important to protect and nurture this area so everyone can enjoy it.

The following are the rules of agreement for your use of the Common, please initial each item:

1. If there is any damage to any part of the Common, the underground drainage system or Gazebo, the user group is responsible for the cost of evaluation of the damage and any repairs.
2. There is no exclusive use of the Common. People scheduling an event must realize that they cannot ask others to leave the area. This is a public piece of property that is used by the general public. The Gazebo may be reserved, however.
3. No vehicles are allowed on the Common at any time including loading/unloading, except for emergencies. There is an underground drainage system that can be damaged by vehicles. Parking is only allowed along Common Road, but never on the Common grass.
4. If the applicant plans to offer live or recorded entertainment, food or alcohol, the applicant is responsible for obtaining any and all required permits and to show proof of insurance. The applicant acknowledges and agrees that a permit to use the Common does not relieve them of their responsibility for obtaining all required approvals needed for the event.
5. All events must be over by an appropriate time. For the summer months, April 1- October 31 this is sunset, for November 1 to March 31 this is 7:30 pm. Noise must be kept to a minimum. Please respect the neighboring residents.
6. Picnic tables, chairs, and other items, if moved, must be returned to where they were originally. All trash must be picked up and placed in trash barrels. Please exercise care around any trees or plantings. Absolutely no climbing of the trees.
7. No tents or structures which may damage the underground drainage system or grass. Canopies are allowed with stakes no longer than 8 inches.
8. Fires, heaters, grills or any other heating/fire apparatus are strictly prohibited in or near the Gazebo. There is no water on the Common and any damage to the gazebo from heat/fire would be the responsibility of the user.
9. Adult supervision is required for all activities where children may be present.
10. The applicants are responsible for cleaning up after any animals brought on site.
11. Only signs promoting the name, date and time of Town Center and Town Sponsored events and programs are allowed on the Common. A maximum of two signs per event are allowed and can be placed a maximum of seven (7) days before the event and must be removed within five (5) days of the event.
12. By submitting this application, the applicant agrees that they shall use and occupy the site at their own risk, and agrees to indemnify, defend, hold harmless, release and not to sue the Town or any of its elected and appointed officials, administrators, employees, contractors, accessors and/or assigns, based on any injury or death to persons entering the Town Common property pursuant to the Town's approval of an application for use of the Common, or loss or damage to vehicles, equipment, structures or real or personal property of any nature whatsoever of the Town or the applicant, or of anyone claiming by or through any of them, except if such injury, death, loss or damages is caused by the willful act or gross negligence of the Town, or its employees, agents, contractors or invitees. The applicant shall give notice to the Town of any event, action, loss, or activity that may trigger the foregoing indemnity obligation within seven (7) days of their receipt of notice of such claim.