



Town of West Newbury
Board of Selectmen
Monday, November 19, 2018 @ 6pm
381 Main Street, Town Office Building
www.wnewbury.org

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2018 NOV 15 PM 3:41

AGENDA

Open Session: 6pm in the Town Manager/Selectmen Office

- Request for waiver of insurance requirements for rental of Town Annex for chess tournaments on Feb. 10, 2019 and March 17, 2019

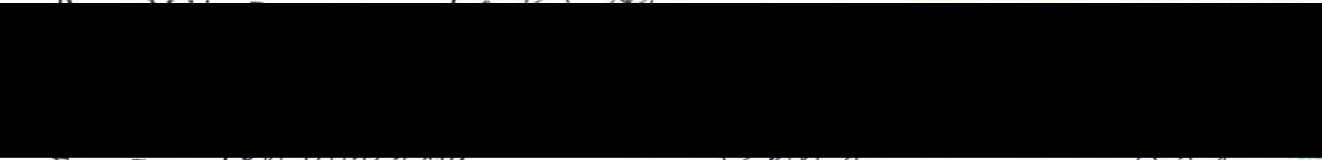
Executive Session: Immediately following the open session

- MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

Posted Agenda on 11/15/2018 at the Town Offices and the Town's Official Website www.wnewbury.org

REQUEST FOR USE OF FACILITIES

Organization or Group _____



Event Date: Feb 10th 2019 Start Time 8:30 AM End Time 8 PM

Summary of Event Chess tournament

Number of Attendees 20-30

Event Details: *Please be specific* i.e. alcohol*, music, food - Tables, chairs, chess pieces, chess boards

If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000), see page 2.

Check Appropriate Block:

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

Facility Requested:

1910 Bldg Hearing Room (1) Pipestave Equest. Area**
 1910 Bldg Hearing Room (2) Athletic Playing Fields*
 Town Hall- (across from Library) Mill Pond Rec Bldg**
 Annex Bandstand



Fee Paid by Check/Cash CK # 1120.1121 - \$120.-

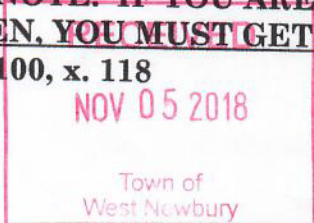
Fee Waived

TERMS AND CONDITIONS OF USE:

1. Must leave the facility as you found it, place tables and chairs in the storage area and remove all trash and recycling. The town does not have a custodian on staff and other events may be scheduled to use the facility after you. Please contact Dispatch at 978-363-1213, if the town offices are closed, with any problems.
2. No open flames, i.e. candles, torches, etc. (Chafing trays with sternos are allowed.)
3. Exits and entrances must be kept clear. Tables must be a minimum of 6' from exits and entrances.
4. All decorations must be fire resistant.
5. No live trees or shrubs allowed, including Christmas trees.
6. No smoking inside buildings; smokers must be outside of the building, 20' from all entrances and exits.
7. If deemed necessary to maintain the safety of the public, a Fire Watch (Fire Dept. representative.) may be required, at the then-current hourly fee.
8. No fog machines or fake smoke machines allowed. No helium balloons allowed in the Annex.
10. Permits are required for temporary signs. No signs are allowed on public property without prior approval by the Board of Selectmen

PLEASE NOTE: IF YOU ARE APPLYING TO OFFER ANY KIND OF CAMP FOR CHILDREN, YOU MUST GET PRIOR APPROVAL FROM THE BOARD OF HEALTH.

978-363-1100, x. 118



~ Continued on other side ~

Name: Frank Sisto

Event: Chess Tournament

Insurance: The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of West Newbury 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 as an additional insured must be provided before the date of the event as proof of said policy. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

* **ATHLETIC PLAYING FIELDS RENTAL:** Must have prior approval by the Parks and Rec Commissioners. Payment by check (to: Town of West Newbury) or cash must be received in the Town Manager's Office, and a Certificate of Insurance must be received prior to the date requested to use the fields. (See above for details.)

****MILL POND RECREATION BUILDING AND PIPESTAVE EQUESTRIAN AREA:** Must have prior approval by the Mill Pond Committee.

Indemnification Agreement: I/We, Frank Sisto (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 hereby agree to save and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property.



Individually/Authorized Signature for Group

11/11/18

Date

Parks & Rec Committee or Mill Pond Committee

Signature (if applicable): _____

Date: _____

Requests and comments:

Chief of Police

Signature: _____

Date: _____

Requests and comments:

Fire Chief

Signature: _____

Date: _____

Requests and comments:

Approval granted if signed here by Town Manager:

Date: _____

Requests and comments:

REQUEST FOR USE OF FACILITIES

Organization or Group _____

Person Making Reservation Frank Sisto



Date: 10/17/2017 Start Time 09 AM End Time 8 PM

Summary of Event Chess tournament

Number of Attendees 20-30

Event Details: Please be specific i.e. alcohol*, music, food - chess boards, tables, chairs, chess pieces

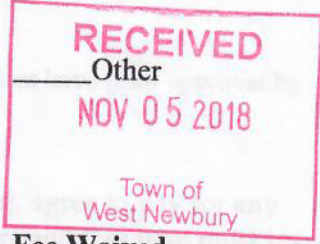
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 Annex Bandstand



Fee Paid by Check/Cash ck# 1120, 1121 - \$126.-

Fee Waived

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Individually/Authorized Signature for Group

11/4/18
Date

Parks & Rec Committee or Mill Pond Committee
Signature (if applicable): _____

Date: _____

Requests and comments:

Chief of Police
Signature: _____

Date: _____

Requests and comments:

Fire Chief
Signature: _____

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Approval granted if signed here by Town Manager:

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