



Town of Freeport
30 Main Street
FREEPORT, ME 04032
(207) 865-4743 FAX 865-0929

Request for Use of Town Property

Day/Date(s) of Event **First Saturdays: May 7, 2022, June 4, 2022, July 2, 2022, August 6, 2022, and September 3, 2022**

Location **30 Main St (Town Hall) and 55 Main St (Bartol Library)**

Arrival Time **7 am – 10 am set-up, 4 – 6 pm clean-up** Time of Activity **10 am** End Time **4 pm**

Name of Event **Makers on Main**

Description of Event **Visit Freeport created this program as a pivot from the Freeport Fall Festival in 2020 due to the pandemic. It was so popular with visitors, residents, and brick & mortar businesses that we made it into a monthly series in 2021. It's returning for 2022 in that same monthly format. Each month a new mix of Makers creates fresh opportunities for Visit Freeport to use our marketing & advertising plans to encourage visitors and shoppers to return to not only shop & spend with the pop ups but also in our downtown as well. Makers set up on private and public property from West & Main to Key Bank. Please note that MOFGA, the town's tenant at Bartol Library, has already given their approval for the program on their lawn. The recent changes to the Temporary Activity Permit now require landlords to also give consent so we have added that site to this request.**

List all activities & equipment/materials to be used on town property (food/retail sales, portable potties, etc.)

Maker's 10 x 10 booths (jewelers, fine artists, other crafts)

Please note that Food Carts are NOT allowed on public property.

Description of Town Equipment or Personnel requested **None**

A Detailed Plan/Diagram of all event activities must be included with your request. **Attached**

If event is anticipated to affect traffic in any way (e.g. road race) or number of participants is expected to exceed 250, a Special Event Permit from the Freeport Police Department is required. **Submitted along with a Temporary Activity Permit**

Organization/Individual making request **Visit Freeport** Non-Profit **X**

Contact/Title **Margaret Hoffman, Community Relations Manager**

Address **115 Main Street, PO Box 452, Freeport ME 04032**

Day Phone **207-865-1212 x3** Cell Phone **207-350-9639** Email **Margaret@VisitFreeport.com**

RULES & REQUIREMENTS

Groups/individuals are required to provide proof of liability insurance - \$400,000 Bodily Injury & Property Damage naming the town as additional insured*.

If alcohol is to be served, a caterer is required and the caterer is also required to show proof of insurance with both General Liability and liquor liability and naming the town as additional insured.

For events where alcohol is to be served, an off duty Freeport police officer is required to be present for the duration of the event, to be hired at the expense of the applicant.

The Town shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.

The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

****If the group does not currently have insurance they may check with their personal agent or purchase it through the TULIP program at www.ebi-ins.com/tulip.**

The Town's TULIP ID number is 0419-005

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the Town of Freeport, and adhere to the conditions granted by this application.

Signature of authorized representative: _____



Printed name: **Margaret Hoffman**

Date: **2/2/2022**

*** RETURN COMPLETED FORM & CERTIFICATE OF INSURANCE TO THE FREEPORT TOWN MANAGER'S OFFICE AT LEAST TWO WEEKS PRIOR TO THE TOWN COUNCIL MEETING AGENDA YOU WANT YOUR REQUEST TO BE CONSIDERED.**

Authorizing Authority Use Only

Date received: _____

By: _____

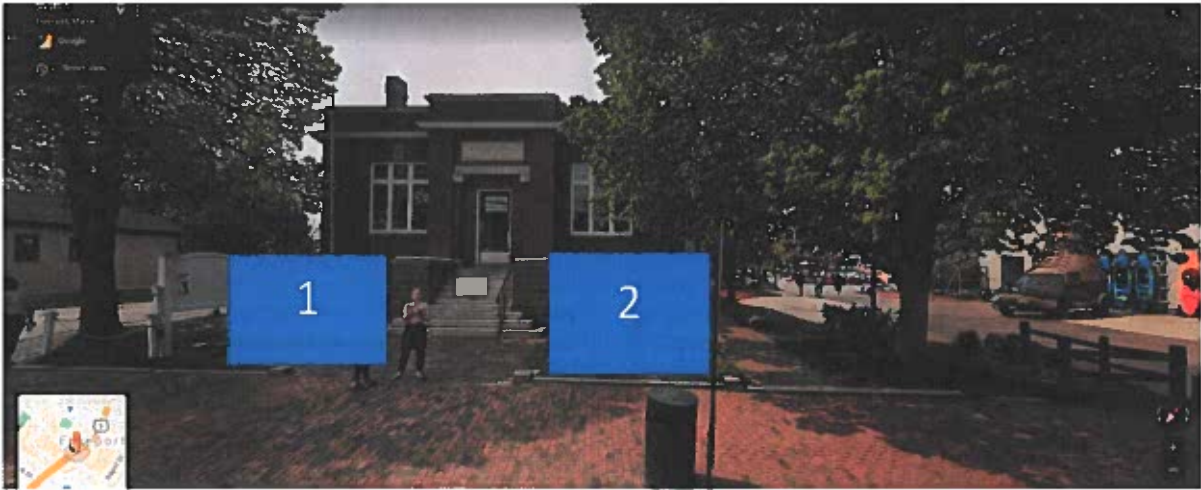
Denied Approved Approved with conditions Date notified: _____

Conditions: _____

Visit Freeport – Makers on Main – Town Hall



Visit Freeport – Makers on Main – Bartol Library



Visit Freeport – Makers on Main – West & Main





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/02/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Agency Accounts	
Cross Insurance-Portland		PHONE (A/C, No, Ext): (207) 780-1677	FAX (A/C, No): (207) 780-6377
2331 Congress Street		E-MAIL ADDRESS:	
Portland ME 04102		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hanover Ins Co.	NAIC # 22292
INSURED		INSURER B: Hanover American Insurance Co.	38064
Visit Freeport		INSURER C: Travelers Cas. & Surety Co of America	31194
PO Box 452		INSURER D:	
Freeport ME 04032		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Updated 21/22 Master **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ZHP0023731	05/04/2021	05/04/2022	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 4,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 4,000,000
OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY		<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> OCCUR				AGGREGATE \$
	<input type="checkbox"/> DED		<input type="checkbox"/> CLAIMS-MADE				\$
	<input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WZPD331665	10/04/2021	10/04/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	D&O Liab-Non-Profit Organization			105576832	03/05/2020	03/05/2023	\$1,000 Deductible 1,000,000
	Employment Practices Liability						\$2,500 Deductible 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Makers on Main, Saturdays May 7, 2022, June 4, 2022, July 2, 2022, August 6, 2022, and September 3, 2022, 10 am - 4 pm. Activity Location(s): 30 Main Street, Freeport, ME 04032 & 55 Main Street, Freeport, ME 04032.

CERTIFICATE HOLDER**CANCELLATION**

Town of Freeport 30 Main Street Freeport ME 04032	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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