

ITEM # 68-19 USE OF TOWN
PROPERTY

April 10, 2019

Peter Joseph
Freeport Town Manager
Main Street
Freeport, ME 04032

Dear Peter:

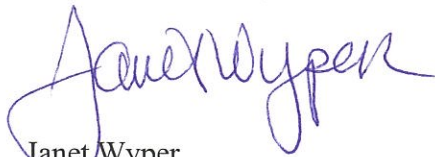
On behalf of L.L.Bean and the Casco Bay YMCA, I'm requesting permission to use the Freeport Town Park for the L.L.Bean 4th of July 10K and Family Fun Run that benefits the Casco Bay YMCA. The park will serve as "race central" for registration, results and race services.

The Hilton Garden Inn has agreed to set up the old Town Hall for registration, and they also plan to offer refreshments prior to the race for the runners in the park. As in the past, the volunteers will begin setting up the evening before, and we will ensure that the park and race route are picked up and looking better than ever by 10:30 a.m.

The insurance documents from our Liability and Risk Management department will be following shortly, and I'm also including the Request for Use of Town Property form.

Let me know if you have any questions, and we look forward to a great day in July. Please join us as a runner or a volunteer!

Sincerely,



Janet Wyper
Community Relations Manager

Made for
the shared
joy of the
outdoors

L.L.Bean



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

Request for Use of Town Property

Please note: All requests for groups/individuals to use town property* need to be approved by the Town Council at a regularly scheduled Town Council meeting. Requests must be submitted two weeks prior to the Town Council Meeting in order to be placed on the Agenda (Please contact the Town Manager's office at 865-4743 x121 or check the Town's Website at www.freeportmaine.com for Town Council meeting schedule).

Date(s) of Activity: July 3 &4, 2019 Location: Memorial Park @ corner of Park & Bow St.

Arrival Time: afternoon of 7/3/18 End Time 11:00 am on 7/4/18

Name of Activity L.L.Bean 10K and Family Fun Run/Walk

Description of Activity 10K Run followed by a family activity (walk/run) benefitting Casco Bay YMCA

Description of Town Equipment or Personnel requested: I will meet with Sue Nourse, Charles Jordan and Paul Conley to discuss the presence of public safety and rescue, for traffic control and in the event of medical emergency.

Organization/Individual making request Janet Wyper Non-Profit Profit

Contact/Title Manager of Community Relations at L.L.Bean

Address: Casco St, Freeport, ME 04033

Day Phone 207-552-6038

Evening/Cell Phone 207-329-6591

Email jwyper@llbean.com

*** Requests for Winslow Memorial Park Group Shelters are approved by the Winslow Park Manager. Contact Neil Lyman, Park Manager, at 865-9052 or 865-4198 for more information.**

*** Bow Street Park Requests must be pre-approved by the Town Clerk prior to submission of this form (Christine Wolfe, 865-4743 x123).**

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: Janet Wyper

Printed name: Janet Wyper Date: 4/10/19

*** 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: _____