BRISTOL PARKS

RENTAL FORM

Thank you for your request to use one of Bristol Parks' locations for your event/wedding. At Lighthouse Park you may rent the Learning Center. The rental of the Learning Center includes the use of electricity, tables, chairs, and nearby restrooms. There are no cooking facilities in the building. Since parking is limited at Lighthouse Park we encourage you and your guests to carpool.
The Community Room at Pemaquid Beach Park includes the use of electricity, tables, chairs, restrooms, adjacent lawn areas and cooking facilities. Please observe the park rules on dogs. **No dogs** are allowed on the premises at Beach Park.

- **No alcoholic beverages are permitted on site.** Consumption of beer, wine or champagne is not allowed at our parks.
- *Due to Town regulations, **proof of liability insurance is required** when you submit this application. This may be available from your own insurance agent. Coverage must name the Town of Bristol as the additional insured. For your convenience, the Town of Bristol is enrolled in the Tenant User Liability Program (TULIP). Please see the attached sheet for more information.*

To reserve the date and time for your event/wedding, please complete the form below and attach a check in the appropriate amount according to the fee schedule. Please note that this fee is in addition to all regular admission charges. Reservations are on a first-come first-served basis for a two hour event. For all additional information please contact our event/wedding coordinator Melanie Tilton at (207) 586-5002 or melanietilton@ymail.com

----------*Return this portion*----------

Date of event:_____Time of event:_____

Name of event:_____Bride:_____Groom:_____

Mailing address:_____City:_____State:_____Zip:_____

Telephone: (day/cell)_____(evening)_____E-mail:_____

Rental Fee

The rental fee is $75 per hour. There is a staffing fee of $30 per hour for any portion of your event that takes place before or after normal park hours.

Rental Fee: _____ _hrs at $75 = _____
Staffing Fee: _____hrs at $30 = _____

LOCATION: (check/circle your choice)

Pemaquid Point Lighthouse Park: _____ **Pemaquid Beach Park:** _____

Please make your check payable to: Town of Bristol/Bristol Parks. ***Note the name of event on check.***
Mail the check with the completed form to: Melanie Tilton, 3 Bluff Road, Newcastle ME 04553
TOTAL AMOUNT ENCLOSED: _____

Thank you for choosing Bristol Parks!

Tenant Users Liability Insurance Program

Why Do We Need It?

Requests to use municipal property and facilities by the public have become commonplace. While the general public is covered by the Town of Bristol's General Liability Insurance during regular park operations and during town-sponsored events, independent entities that use our facilities are not. This opens up the possibility that the town may become drawn into unnecessary claims: It also means that the entity sponsoring the event could also be open to claims by third parties.

The solution is the ***Tenant Users Liability Insurance Program*** **(TULIP).** This is a low-cost insurance policy that protects both the 'tenant user" and the town. A "Tenant User" is any outside party using town facilities. The policy applies to bodily injury or property damage arising out of the use of municipal premises by Tenant Users. Premium costs are traditionally paid by the Tenant Users or by the department inviting the Tenant User into the facility. Premium costs are based on the nature of the event and any special requirements.

Coverage and Limits

Coverage limits of $1 million are available for products and completed operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (the Tenant User) becomes legally obligated to pay as damages because of bodily injury and property damage to which this insurance applies.

Coverage Includes:

- Premises Operations
- Products/Completed Operations
- Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability

•Limits are outside cost of defense (therefore, cost of defense is in addition to the limit of liability for any coverage).

How It Works

The Town is registered to use the TULIP program account through HUB International New England.

When a Tenant User wants to use the facility, the facility management (in this case, the Town of Bristol Parks and Recreation Commission) directs the Tenant User to **www.ebi-ins.com/tulip** and provides Bristol's code that identifies the facility. **The code is 0419-053.**

The Tenant User enters the ID code and answers a few basic questions in a three step process that provides an on-line quote.

If the Tenant User decides to purchase coverage through the Town's TULIP program, they simply enter their credit card information and coverage is bound. A Certificate of Insurance is automatically sent to the Town and the Tenant User.

BRISTOL • MAINE

www.bristolmaine.org