



**Town of Bethel**  
**Application for use of Town Property**

Date(s) of Planned Activity \_\_\_\_\_

Name of Organization or Individual \_\_\_\_\_

Person in Charge of Activity \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Activity \_\_\_\_\_

Area requested for use:  
\_\_\_\_\_

(If Town Common is to be used, please indicate how much of the area will be used)

Date of Set up \_\_\_\_\_ Date Clean – Up to be completed \_\_\_\_\_  
(Max 48 hours before event) (Max 24 hours after event)

Estimated peak crowd \_\_\_\_\_ If Police services are needed please contact the Oxford County Sheriff's Office.

A Refundable Deposit of \$200 is required at the time of application

A Non –Refundable Fee as listed below is also required at the time of application

Town Common (Total)	\$ 100.00 per occurrence	
Town Common (Portion)	\$ 50.00 per occurrence	
Other Town Property	\$ 50.00 per occurrence	FEE PAID _____

Please see reverse for additional information →

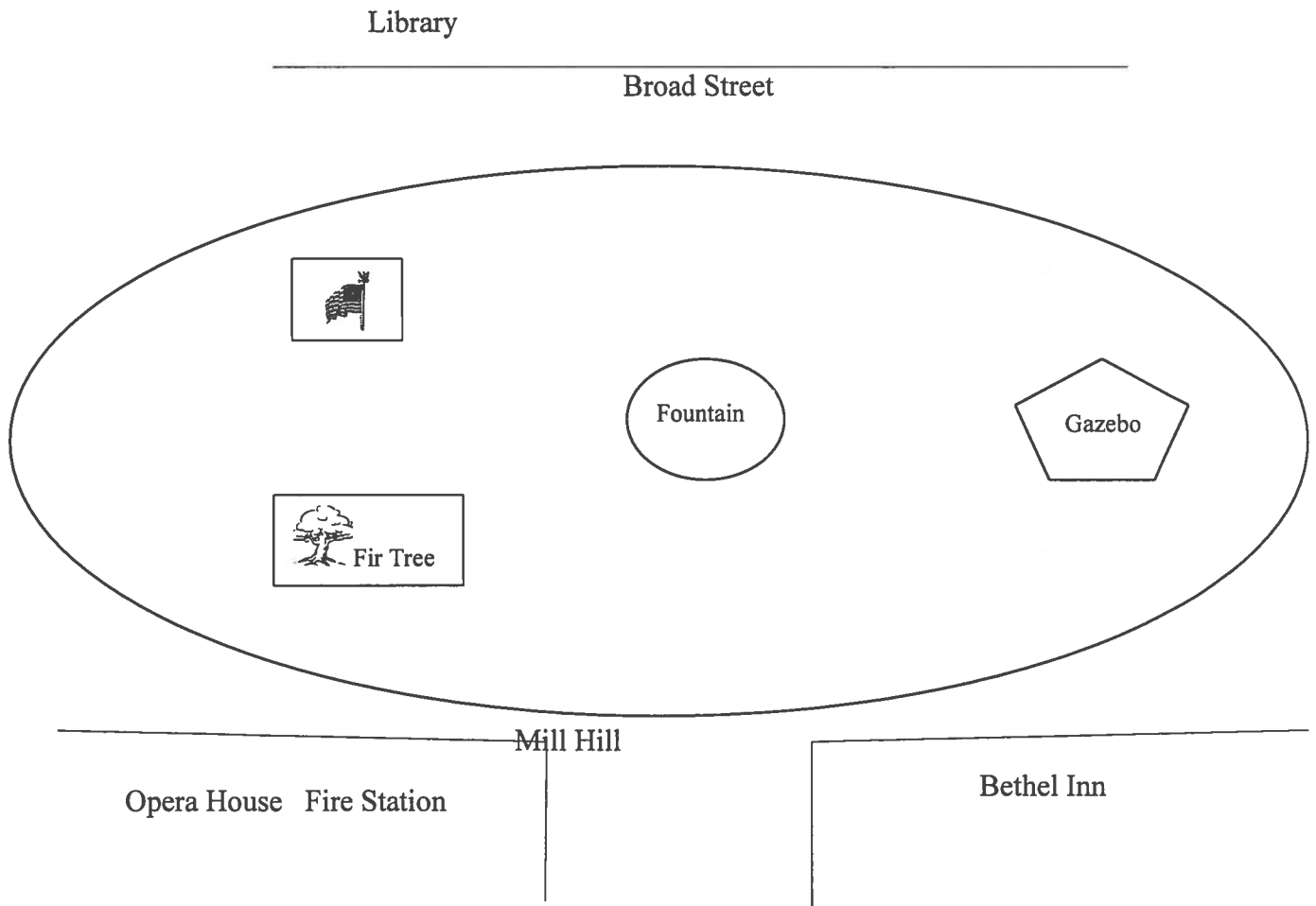
## RULES SURROUNDING USE OF TOWN PROPERTY

- Absolutely no alcohol is to be consumed or distributed on town property.
- The area rented must be brought back to the original condition it was rented in.
- Liability Insurance for \$1 million must be presented when the application is submitted. The rental party may purchase their own liability insurance waiver with the Town of Bethel as additional insured. Attached is a brochure for insurance should you so desire to use their services. (The town does not make money off this insurance, but simply provides the information as a courtesy.)
- The area must be free and clear of all trash, exhibits and other additional items within 24hrs of the event conclusion.

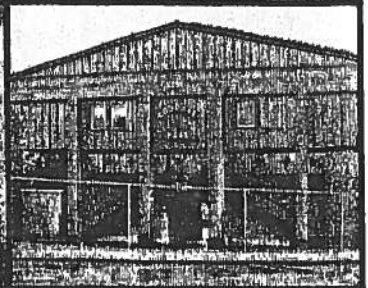
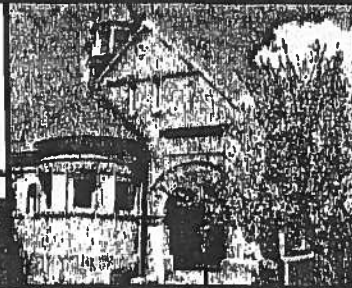
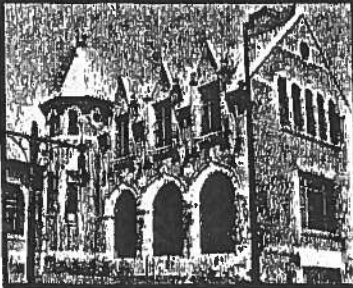
It is hereby understood that the deposit fee will not be returned and that the person or organization responsible for the activity will be billed for additional clean-up activities that are not completed by the date specified on the use permit. It is also understood that the insurance liability waiver provided will remain in effect throughout the date(s) specified.

\_\_\_\_\_  
Signature of person in charge of activity

Please sketch placement of activity if the Town Common is being reserved:



# Tenant Users Liability Insurance Program (TULIP)



Maine Municipal Association  
Risk Management Services

MMA Proudly offers this special events  
program through our broker  
HUB International New England



## Tenant User Liability Insurance Program (Why The Need?)

Requests to use municipal property and facilities by the public have become a common occurrence. While it is comforting knowing that the municipality is covered through MMA, independent entities that use your municipal facilities are not. This opens the possibility of the municipality becoming drawn into unnecessary claims.

**The Solution** to this dilemma is the Tenant Users Liability Insurance Program (TULIP). TULIP is a low-cost insurance policy that protects both the "Tenant User" and the municipality. A "Tenant User" is any outside party using town or school 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, the duration of the event, the number of participants, the level of risk of the event and any special requirements.

### Coverage & Limits

Coverage limits of \$1 million are available for products/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 or 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 Municipality is registered to use the TULIP program account through HUB International New England at no cost.
- When a Tenant User wants to use the facility, the facility management directs the Tenant User to [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) and provides a seven-digit ID code that identifies the facility.
- The Tenant User enters the ID code and answers a few basic questions in a three-step process that provides an online quote.
- If the Tenant User decides to purchase coverage through the facility's TULIP program, they simply enter their credit card information and coverage is bound. A Certificate of Insurance is automatically sent to the facility, the Tenant User and the broker.

Your Tenant User now has access to generate a quote and bind General Liability Insurance via the TULIP online system!

## For More Information Contact:



Judy Deane  
Maine Municipal Association  
207-633-3333

Phone:  
1-800-233-5555

Email:  
jdeane@mmaine.org



Susan Kludjian  
HUB International  
New England

Phone:  
1-877-664-8882

## Entertainment Brokers Web site:

[www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

This brochure explains the general purposes of the coverage described, but in no way changes or affects any such coverage as actually issued on the policy for any insured.

# TULIP: Tenant User Liability Insurance Program

Protect yourself from claims for  
injuries or property damage  
during your event

## Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

## What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events\* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
  
- Weddings
- Clubs & Meetings
- Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at

[www.onebeaconentertainment.com](http://www.onebeaconentertainment.com).

Please use the online contact information for questions about whether other events are eligible for coverage

## Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

## How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

## How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, including things such as:

- Length of event.
- Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

\*Exclusions apply if known attendance is greater than 5,000 people prior to the event.

## Get a Quote or Purchase TULIP coverage:

### Step 1:

Visit [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)  
Click on ...PURCHASE OR QUOTE

### Step 2:

Enter...Facility/Venue ID Code

0419

CGM

### Step 3:

Describe event or activity

Select from drop-down menu. Click next.

### Step 4:

Get your quote

Answer some basic questions and enter your contact and billing information.

### Step 5:

Purchase when ready  
A credit card is required.



**HUB**  
International

