

***Certificate of Insurance Requirements for City of Hartford Permitted
Events***

Special Events:

The City of Hartford requires the person or organization applying for the permit to submit a Certificate of Insurance, including Product (general liability, if applicable, with limits of \$1,000,000 (one million dollars), Bodily injury and property damage (or \$2,000,000 Combined Single Limit). The City of Hartford must be named as an additional insured. If alcoholic beverages are to be served/sold, (must be pre-approved by the Hartford City Council) an additional \$50,000 Liquor Liability or Dram shop Liability insurance is required.

Wedding Pictures:

We will also accept a homeowner's policy with a limit of \$300,000 Personal Liability (Bodily Injury and Property Damage for each occurrence). We do not accept rental (apartment) insurance.

In the event that a homeowner's policy is used, a hold harmless agreement must be signed and submitted with the permit application and the policy.

*Note: The homeowner's policy does not allow you to put the City of Hartford as an additional insured.

If the insured named on the insurance certificate is not the applicant he/she *must* sign the application as a co-applicant.

**IF YOU HAVE ANY QUESTIONS CONCERNING THE REQUIRED
INSURANCE CERTIFICATE PLEASE CALL: KEJUAN DILLARD AT: (860)
757-9526.**

City of Hartford
Application for Use of the Atrium
(PLEASE TYPE OR PRINT)

TYPE OF EVENT:

Date of Event:

Time of Event:

From:

To:

Date and Time of Setup:

Number of People Expected:

Organization Sponsoring Event:

NAME OF EVENT COORDINATOR OR CONTACT PERSON: Name:

Address (Include zip code):

Telephone #:

Give a Brief Description of the Event:

What areas within the building are you requesting to use for this event:

What type of decoration and or special set up are you planning to use or require for this event? (Please include floor plan with application):

Are you requesting City equipment? If so, please list items requested:

1.

3.

2.

4.

Will there be food, beverage and/or alcoholic beverages at this event? Yes No
(Specify)

If so, please provide name of Caterer:

How will food be preserved?

Have the following been obtained? Alcohol Permit Yes No
Food Permit Yes No

If so, please provide a copy of each

Will you charge a fee for this event? If so, what is the fee?

YOU WILL BE REQUIRED TO REIMBURSE THE CITY FOR CERTAIN COSTS, SUCH AS PUBLIC WORKS, FIRE, DEVELOPMENT SERVICES, POLICE, HEALTH AND HUMAN SERVICES DEPARTMENT. UNLESS SUCH COSTS ARE WAIVED BY THE CITY COUNCIL. *For Wedding Pictures, the entrance to City Hall on Weekends and Holidays is Prospect Street (rear) and weekdays between 5:00 p.m. and 9:00 p.m. are Prospect Street (rear) and Arch Street (Southside). See guard upon entering and exiting.

Applicant:	Date:
Print and Sign	

Co-Applicant:	Date:
Print and Sign	

***The Chief Operating Officer has the right to approve, deny or revoke any or all applications and or permits at any time.**

Appl for COH Atrium-ns

Office Use Only

Copy sent to: DPW: Tommie Chisolm & Jean Hess Risk Management Annette Gaynor Fire Marshal Edward Casares
Mayor's Office: Kejuan Dillard City Council Jennifer Cassidy Health Dept: Robert DeVito & Michael Pascucilla

APPROVED _____ DENIED _____ DATE _____ INITIALS _____ COST \$ _____
Reason for Denial _____

Hold Harmless Agreement

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize City Hall, City Streets, Parks, Equipment and or Services.

PLEASE PRINT:

Applicant, _____, hereby agrees that it shall, at all times, defend and indemnify, protect and save harmless the City of Hartford and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fees) arising out of injuries to any person, party, entity or property, that may arise as a result of any occurrence, negligence or otherwise during the Applicant's use.

The City of Hartford shall at all times, be held harmless from any damage that is caused to paintings, sculptures, or any related artwork that will be presented at City Hall during any event.

Applicant's Signature: _____

Date: _____

I am the authorized legal agent to represent and sign for the group or organization sponsoring the event. I affirm to the truth in the statements in this application.

Signature of Applicant

Applicant's Relationship to Sponsor _____

The City of Hartford does not discriminate on the basis of disability in the provision of any of its programs, activities or services.