



BEDFORD VILLAGE COMMON – BANDSTAND USE “WEDDING CEREMONIES”

Wedding ceremonies to be performed on the Bandstand at the Bedford Village Common Park are restricted to ceremonies only.

Interested parties should contact the Bedford Parks & Recreation Department at 472-5242 or e-mail jobrien@bedfordnh.org to request “Facility Use Application form” and insurance guidelines to get permission to use the Bandstand. After returning the completed application form and a Certificate of Insurance* your application will be reviewed and a permit for use will be presented.

**(A Current Certificate of Insurance naming the Town of Bedford as an additionally insured on file with the Parks & Recreation Department. (The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for personal injury, bodily injury and property damage).*

*** If the organizers insurance carrier will not provide them with the coverage, the coverage should be obtained through TULIP (Tenant Users Liability Insurance Policy). I have attached the information to obtain Tulip coverage.)*

Your ceremony will be held in a public park. Therefore, even though you have obtained a permit for use, you may not interfere with the public use of the park.

The Recreation Department permit that will be sent to you will ensure you that for the specific date and time you have scheduled, we will not book any other event in the immediate area.

Throwing of confetti and/or similar material in our park is strictly prohibited. Please ensure that prior to the ceremony an announcement is made to ensure guests and participants are aware of this restriction.

Please remember that park belongs to everyone and all are welcome to enjoy the park. Areas cannot be roped off or otherwise isolated from general public access.

Recommended by Parks & Recreation Manager – 4/23/14

TOWN OF BEDFORD

APPLICATION FOR USE OF BEDFORD VILLAGE COMMON – WEDDING CEREMONY

Date(s) of Use: _____

Set-up Time: _____ Actual Event Start Time: _____ End Time: _____

Type of Function: _____

Expected Attendance: _____ Bedford Resident: _____ Non-Resident: _____

PERSON IN CHARGE

Name: _____

Address: _____

Telephone Number: _____

E-mail address: _____

Waiver: I have read and understand the procedures and requirements for using the Bedford Village Common and further understand that the Town of Bedford cannot be held liable for any claims incidental to the conduct of the activities. I also acknowledge that I am 21 years or older.

Signature: _____ Date: _____

COMMENTS: _____

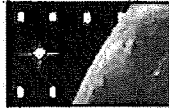
*****OFFICE USE*****

Request received on: _____ Police Officer Needed: _____

Approved by Parks & Recreation Dept: _____ Fee Charged: _____

TOTAL CHARGE: _____ (FEE TO BE PAID PRIOR TO USE)

Request is: Approved _____ Denied _____ By: _____



Entertainment Brokers
International

TULIP Available to Primex³ P&L Members (Tenant Users Liability Insurance Policy)

Entertainment Brokers International (EBI) is pleased to announce that effective immediately, EBI will offer its clientele an easy to use, fast way to insure most types of events and activities taking place at various facilities and venues throughout the United States.

The TULIP (Tenant Users Liability Insurance Policy) has been available for many years. However, the EBI Program has streamlined the underwriting and accounting process in ways that make the EBI Program the most user friendly product in the market place.

What is a TULIP Program?

The TULIP Program provides low cost General Liability insurance to "third party" users of various venues and facilities. It is used by institutions that permit "third parties" to use their facilities for specific events. It protects both the facility user and the facility itself against claims by "third parties" who may be injured or lose property as a result of participating in the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of participants and if there are any special requirements, including alcohol liability, food service, etc.

Here's what Members need to do:

- Go to Entertainment Brokers International website <http://www.ebi-ins.com/tulip/>
- Click on "Purchase or Quote" under TULIP - Event Insurance
- Either enter your venue ID Code, *or* **TOWN OF BEDFORD**
- Type the word "Primex" in the search and then use the *drop down list* by clicking the arrow to select your town, city, or school.
- By selecting your organization this way, it pre-fills member address and then you can key in information regarding your specific event.
- If you have any difficulty with this process, please call Amy Poole at 1-800-698-2364 x136.

Bow Brook Place
46 Donovan Street
Concord, NH 03301

Primex³
NH Public Risk Management Exchange

800-698-2364
603-225-2841
www.nhprimex.org

T R U S T . E X C E L L E N C E . S E R V I C E .