

Non-Profit and Civic Organization Registration Form

Saturday, October 1, 2011
11 AM - 5 PM @ Salmon Brook Park
 (Application Deadline – July 31, 2011)

Contact Name: <i>(Please Print)</i>	
Business Name: <i>(Please Print)</i>	
Street Address:	City, State, ZIP:
Work Phone #:	Cell Phone #:
E-Mail Address:	Tax ID: <i>(If applicable)</i>

Please check one:

Non-Profit Organization (Please describe the activity or purpose of the booth) _____

Civic Organization (Please describe the activity or purpose of the booth) _____

Enclosed is my Certificate of Insurance

Suggested Donation	\$50.00	\$50.00
___ Tent Rental (9' x 10')	\$160.00 <i>(per tent)</i>	
___ One 8' Table and Two Chairs Rental	\$15.00 <i>(per set)</i>	
___ *Electricity	\$25.00	
Total Enclosed <i>(Make check payable to 'Celebrate Granby 225')</i>		

**Electrical booths are limited and will be filled in the order of the date your registration form is received*

WAIVER (must be signed and dated by applicant):

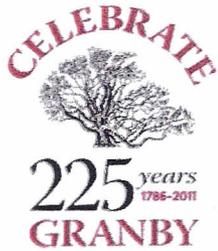
By submitting an application to this event, I acknowledge that property is brought to the event at my own risk. I also realize that in bringing goods to this event, setting up my space, operating during the event and removing my remaining property at the end of the event, there is a possible risk of injury to myself, and others working with me while participating in the event. I agree to assume the risk of injury that I might suffer or for property loss or damage of any kind while participating in this event. In addition, I agree to hold the Town of Granby and Celebrate Granby 225, its employees, officials and agents harmless from any liability to those individuals working in my booth or to third parties arising from my provision of goods or services at this event.

Signed: _____ Date: _____ On behalf of: _____ (Business)

For questions, please contact: InAh Chambers at 860-413-3768 (miggranby@cox.net)
 Debbie Cramer at 860-653-6617 (deborah_cramer@sbcglobal.net)
www.granby-ct.gov

For office use only

Date Received: _____	Amount of Check: _____	Date Accepted Appl.: _____
Received by: _____	Check Number: _____	Date Notified Vendor: _____



NON-PROFIT AND CIVIC ORGANIZATION RULES & GUIDELINES

1. **Qualifications** – Space will be limited to organizations serving Granby, CT. Final approval of all participants will be at the discretion of the Celebrate Granby 225 committee.
2. **Deadline** - Application deadline is July 31, 2011. Payment by check only, made payable to **Celebrate Granby 225**. Remit to Celebrate Granby 225 c/o Events Committee, 15C N. Granby Road, Granby, CT 06035.
3. **Booth Location** - Locations will be determined by Celebrate Granby 225 committee
4. **Booth Staff** – All businesses/organizations must have an adult present in the booth at all times.
5. **Activities** – the Celebrate Granby 225 committee must approve suggested activities or sales.
6. **Set up & Take down**- Set up time is 8:00 AM – 9:00 AM. All vehicles must be off the field and moved to a designated parking area. Set up is allowed Friday, however, there is no security on Friday. Take down is 5:00 PM – 6:00 PM.
7. **Security** - Celebrate Granby 225 and the Town of Granby are not responsible for any items left in your booth
8. **Celebrate Granby 225 Parade** - The parade will begin at 11AM - traffic will be prohibited around the parade route, please plan accordingly.
9. **Event Hours** - Saturday, October 1 from 11:00 AM – 9:00 PM (fireworks begin at 7:00 PM). All Non-profit and Civic Organizations will need to take down their booths and all items and vehicle removed from the field by 6:00 PM.
10. **Rain or Shine** – In the event of rain, every effort will be made to proceed as planned. Therefore, please prepare for such a circumstance. There will be no refunds.
11. **Electricity** – For those needing electricity, please bring your own electrical cords. The cords must be 12 gauge extra hard usage weatherproof SOW cords. A 75' – 100' cord is advisable.
12. **Insurance** – Certificate of Insurance is required for all participants providing food, drinks and a potentially hazardous activity indicating that General Liability and Workers Compensation coverage (if your organization has employees) is in force. Under Description of Operations, The Town of Granby is to be added as an additional insured. The Certificate Holder is Town of Granby, Celebrate Granby 225. We require a copy to be on file with us prior to the date of the event.
13. **Parking** - One (1) parking permit will be provided for staff working the booth one week prior to the event.