



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

Name of Organization: _____

Date(s) of Use: _____

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

Type of Function: _____

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

Type of Entertainment (please be specific) _____

Not For Profit Organization: YES _____ NO _____ (If for profit, give details in comment section)

Are any fees to be charged to people attending the function? YES _____ NO _____ (If YES, give details in comment section)

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:

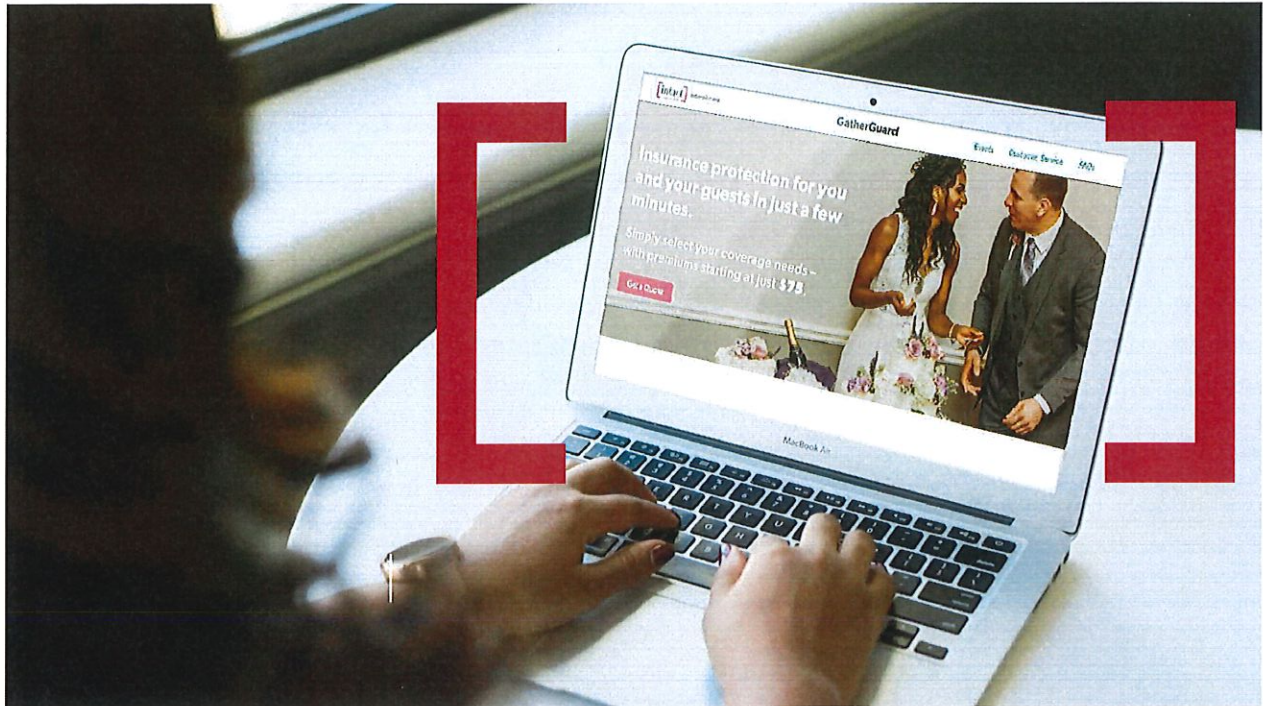
- Go to Entertainment Brokers International website <http://www.ebi-ins.com/tulip/>
- Click on "Purchase or Quote" under TULIP - Event Insurance
- Either enter your venue ID Code, or **0B54-187**
- Type the word "Primex" in the search and then use the *drop down list* by clicking the arrow to select 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 .



Intact Entertainment | GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides low-cost coverage for special events.

Purchasing Instructions:

GatherGuard is accessible through two easy methods:

Tip: Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers

Venue ID Codes

- Visit our website at gatherguard.com
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

Direct Referral Link

- Visit the website provided by the venue containing the referral link
- Click the referral link
- Complete the application and purchase coverage

You can verify the additional insured information before completing your purchase by using the “Preview my certificate language” link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

Purchasing tip: Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

Sample Policy

You can view a sample policy at any time. Simply click “View Sample Policy” located at the bottom of our website homepage or on each page of the quote/purchasing process.

Contact Us

Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions’ underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; technology; and tuition refund. For further information about U.S. products and services visit: intactspecialty.com.

Intact Insurance Specialty Solutions is a marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Financial Corporation, visit: intactfc.com.