

**TOWN of CAMDEN VILLAGE GREEN**  
**Policy and Use Guidelines**  
**As of Select Board Vote 2/3/2015**

The Village Green is a small, Town-owned property acquired by the Town of Camden in 1926/1927 in donations which stipulated certain conditions: The property shall be used for public park purposes and not for any commercial purposes; The Village Green must remain open to the public during events.

Because the Village Green is on the National Register of Historic Places, the landscape must be protected.

**Application Guidelines**

1. A written application on the “Town of Camden Village Green Application for Permission to Use” form must be submitted to the Town Office no less than fifteen (15) calendar days prior to the event, including a site plan for the event drawn on the plot map provided if any structures, tents, booths, tables, or large objects are planned as part of the event.
2. The “Town of Camden Village Green Letter of Agreement” must be signed.
3. All forms are available at the Town Office.

Upon proper application, the Select Board shall review the request based upon the proposed use’s adherence to the requirements set forth in the Village Green Use Guidelines.

**Village Green Use Guidelines**

1. The number of people participating in the event and/or the noise level may be limited if it is determined that the event may cause interference with or disturbance of normal Village Green activities.
2. The event must avoid unreasonable interference with traffic on public walkways and roadways.
3. Existing Village Green public benches must remain unobstructed.
4. The Village Green’s plantings and infrastructure shall be protected from damage.
5. Permission must be obtained for use of Town electricity.
6. Commercial activity is prohibited.
7. Signage of a commercial nature is prohibited.
8. Event organizers or a responsible party will provide adequate assurance that no litter or refuse will remain on the Green after the event.
9. A deposit may be required to cover cost of clean-up and/or damage.
10. A fee may be required to cover the cost of any required police supervision of the event.
11. Organizers of the event may be required to provide adequate liability insurance coverage for the event and provide proof of insurance prior to the date of the event.

**Town of Camden  
Village Green Application for Permission to Use**

**The purpose of this application form is to aid in the application and review process. However, it is not designed to cover every possible circumstance. The Select Board may require additional information in order to approve an application.**

Application Date \_\_\_\_\_ (must be filed at least 15 calendar days prior to the event)  
Name of Entity requesting permission \_\_\_\_\_  
Type of Entity (non-profit, political, etc.) \_\_\_\_\_  
Contact Person \_\_\_\_\_ Connection with the event \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Event Date \_\_\_\_\_ Event Time and Duration \_\_\_\_\_  
Event Purpose \_\_\_\_\_

1. Will there be entertainment or a speaker?  YES  NO. If so, describe: \_\_\_\_\_  
\_\_\_\_\_
2. Will food and/or beverages be served?  YES  NO. If so, describe: \_\_\_\_\_  
\_\_\_\_\_
3. Please describe any other activities taking place during the event: \_\_\_\_\_  
\_\_\_\_\_
4. Will there be supplemental illumination or other electrical equipment?  YES  NO. If so, describe the items and power source: \_\_\_\_\_
5. Will there be signage?  YES  NO. If so, describe form and content: \_\_\_\_\_  
\_\_\_\_\_
6. What provisions will be made to handle litter or refuse from the event? \_\_\_\_\_  
\_\_\_\_\_
7. What, if any, liability insurance will the requesting entity be carrying for the event? \_\_\_\_\_  
\_\_\_\_\_
8. Are there any structures, tents, booths, tables, or other large objects planned as part of the event?  
YES  NO . If so, describe the size, material, location, use, and method (if any) by which they  
are fixed in place and how long they will be in place before and after the event. \_\_\_\_\_  
\_\_\_\_\_

**Draw your plan on the map on the Letter of Agreement page.**

The Select Board grants permission for the above named Entity to hold the above named Event on the Town of Camden Village Green on the above named Date.

Select Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Entity Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_

**Town of Camden Village Green  
Letter of Agreement**

**This letter must be signed by the requesting Entity's representative for a complete application.**

The undersigned, as organizer of an event to be held on \_\_\_\_\_ (insert date) on the Town of Camden Village Green, agrees to be responsible for assuring:

1. That the Village Green remains open to the public at all times during the event;
2. That no commercial activity takes place during the event;
3. That the Town is reimbursed for the cost of repairing damage to the grounds and plantings and/or the cost of cleanup due to the event;
4. That all other requirements stipulated in the "Town of Camden Village Green Policy and Use Guidelines" are honored.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

