



EVENTS POLICY FOR THIRD PARTIES

Ascutney Outdoors, Inc. (AO) is designated by the Town of West Windsor (the "Town") as its agent to review requests by third parties to hold events on the Mount Ascutney Easement Area, which consists of the areas in and around the ski and biking trails and the Town forest.

Events at which fewer than 100 persons are expected to attend are not subject to the license obligations and application requirements of the Town, rather AO has the authority to review and approve such gatherings outright. Applicants interested in sponsoring such an event should fill out the **Event Application Form** and submit to the AO Events Committee.

For larger events where more than 100 participants are expected, applicants should fill out the **Event Application Form** and AO will assist applicants in their preparation of an **Application for a Public Assembly License** ("Assembly License"), a Town requirement. AO will then submit these forms to the Town with recommendation for their approval.

AO charges an event fee to cover its incidental costs of managing events: \$300 for a non-profit entity; \$500 for a commercial entity or \$2pp. The fee is payable at the time of the event. AO has the right to waive the fee in certain instances. In addition, the Town requires that users pay an application fee of \$25/\$50 for larger events and public notice.

AO is authorized to reject any application for use of or activity on the property which, in its judgment, is not in accordance with its obligations under the Easement or the mission of AO. AO is the final authority on site layout. AO reserves the right to cancel any permission previously granted.

User Requirements

- Events must be in compliance with Town Ordinances, specifically regarding the conduct of large events, local state and federal laws, fire and safety regulations and licensing/permitting requirements.
- Applicant is responsible for ensuring that users are within the designated usage area/s during the approved dates and times.
- Applicants will hold harmless and indemnify the AO, its Board of Directors, and the Town of West Windsor with respect to any claim of loss injury or damages.

- Applicants are required to maintain insurance and provide certificate of insurance to the Town and AO.
- Applicants are responsible for any damages to the property.
- All trash generated by a visitor, group or event shall be carried out by them upon departure.
- No bathroom facilities are currently provided. Rental of a Porta-Potty may be required (at the expense of the event-holder), at the discretion of AO.
- Camping is only allowed in a designated intensive use area and will be approved at the discretion of AO and the Town of West Windsor.
- No smoking or vaping is permitted on property. No alcohol is permitted without express written permission.
- Pets must be on leash within 300 feet of event hub area and be in compliance with the Town's Animal Control ordinance.
- Applicants must ensure that the event participants will not be excluded for reasons of race, religion, sex, age, creed, national origin or handicapping condition.

For further information: events@ascutneyoutdoors.org