

**Addendum to TOWW Event License Application  
For Submission to Ascutney Outdoors**

Ascutney Outdoors (AO) is responsible for the management, maintenance and oversight of recreational activities and events at its Ascutney Outdoors Center and the adjacent 1,580-acre forest and trail system owned by the Town of West Windsor (TOWW). We are a volunteer organization and our facilities were built through generous donations and labor from the community. All fees are used to support our charitable operations and raise awareness for Ascutney Outdoors.

***If the proposed Event occurs on any part of TOWW property, AO is required by its Operating Agreement with the TOWW to be a co-sponsor the Event and give its approval. Applicants are encouraged to consult with AO early on in the application process. AO may require additional information and/or fees in conjunction with co-sponsorship.***

***For more information, please see the "Events and Rentals" tab at [www.ascutneyoutdoors.org](http://www.ascutneyoutdoors.org) or contact our Executive Director, Jonathan Nichols, at [jonathan@ascutneyoutdoors.org](mailto:jonathan@ascutneyoutdoors.org).***

1. Sponsor/Event

- a. Name: \_\_\_\_\_
- b. Contact Person: \_\_\_\_\_
- c. Email: \_\_\_\_\_
- d. Type: \_\_\_\_\_
- e. Estimated number of participants: \_\_\_\_\_
- f. Additional Information/Requirements by AO:

2. Fees: For information about fees and our current fee schedule, please refer to our website [www.ascutneyoutdoors.org](http://www.ascutneyoutdoors.org) under "Events and Rentals." Based on the information provided by the Applicant, the fee for this event is estimated to be \$ \_\_\_\_\_

***Signature Page Follows***

By signing below, the Applicant agrees:

1. To abide by the conditions in the Event License Application submitted to the Town of West Windsor.
2. The Ascutney Outdoors Center and surrounding property serves our community. We hope you enjoy and respect the venue. You agree to will clean up after your event and leave the premises in the same condition as you found them. You are responsible for any damages. We appreciate your cooperation.
3. The Applicant will indemnify and hold harmless Ascutney Outdoors and its officers, agents, and employees from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy by the applicant or its guests, agents, or employees.
4. The Applicant agrees to abide by and conduct its affairs in accordance with government laws, rules and regulations, including the Ordinances of the Town of West Windsor and BYOB policy of Ascutney Outdoors.
5. If the TOWW requires the Applicant to provide general liability insurance coverage, the Applicant will also name Ascutney Outdoors as an Additional Insured.
6. Ascutney Outdoors is authorized to reject any application for use of or activity on the property which, in its judgment, is not in accordance with its mission and obligations under the Operating Agreement with the Town of West Windsor.

Signature of Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Ascutney Outdoors

\_\_\_\_\_

Date

\_\_\_\_\_