



**APPLICATION/USE OF FACILITIES FORM**

Name of Applicant GVP Digital Media Group, Inc.

Name of Organization America's Voice News

Phone Number(s) Home/Business 631-285-2544

Cell 631-241-0359

Email carl@carlhigbie.com / harry@gvpdigitalmedia.com

Purpose of Meeting Forum/Debate of local & national issues

Date(s) and Time(s) Requested (Include setup time and length of meeting) 1/30/19 Set up / Build 1:00 pm - 10:00 pm

Audiences Load In - 6:15 pm

Production Time - 7:00 pm - 9:00 pm

Breakdown / Load out- 9:15 pm - 11:00 pm

Room preference (1<sup>st</sup> and 2<sup>nd</sup> choice) Town Hall Meeting Room

Anticipated Attendance 200

Meeting information posted on Town Calendar Yes  No

**Use of Facilities** - Groups requiring a specific arrangement of chairs and tables are required to send arrangement information to John Thompson at [jthompson@greenwichct.org](mailto:jthompson@greenwichct.org). The requester must also call 203-622-6443 to confirm the requested set-up. Requests must be made ahead of time, as staff may not be available to make adjustments the day of the event. Set-up configurations are included in packet. The requester must indicate which room and configuration is needed.

Groups requiring assistance with and/or set-up of audiovisual technologies need to specifically request assistance at the time the room is reserved. A list of available equipment is provided on the Conference Room Layout Request Form. The requester must indicate which equipment is needed.

I have read the attached policy; rules and regulations related to the use of the Town Hall conference rooms and agree to abide by these policies, rules and regulations.

Signature: [Signature] Date: 1/24/19

FOR OFFICE USE ONLY  
Date Confirmed 1/24/19 Hold Harmless Received   
Insurance Received  501(c)(3) Received



**TOWN OF GREENWICH**

**Indemnification/Hold Harmless Agreement**

GVP Digital Media Group, Inc.

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(Full legal name of organization applying to use a Town Hall meeting room agrees to assume all risk and bear all responsibility and to indemnify and hold the TOWN OF GREENWICH, its agents, representatives, servants, officers, and employees, harmless from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages arising out of injuries to any persons or property, including any and all costs and expenses incurred in the defense of such claims, demands, suits and proceedings including court costs and attorneys' fees resulting from, arising out of, or in any way related to or connected with use of Town of Greenwich property and facilities.

GVP Digital Media Group, Inc.

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(Full legal name of organization applying to use a Town Hall meeting room further agrees to maintain the following minimum insurance and to provide a certificate of insurance as evidence:

1. Commercial General Liability: Limits of \$1,000,000 per accident/\$2,000,000 aggregate. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations and Contractual Liability. The insurer shall have no right of recovery or subrogation against the Town and the required insurance shall be primary coverage.

The following provisions apply:

- a) The Town of Greenwich, shall be named as **Additional Insured** on the above required General Liability policy. Proof of such additional insured status shall be provided on the certificate of insurance evidencing coverage.
2. Workers Compensation – CT Statutory coverage is required if the organization will have any employees at a Town facility.
  3. Umbrella Policy providing additional limits may be required depending on the nature of the use. Any event, in which alcoholic beverages will be served, must also be covered by insurance in the amount of \$3,000,000 in umbrella form. The Accord certificate must disclose that liquor legal liability coverage is in place.
  4. If the organization will be using any outside vendors on Town property, certificates of insurance conforming to the above will be required from the vendor as well.







# GREENWICH POLICE DEPARTMENT SIDE JOB AGREEMENT

|  |                |                                   |   |
|--|----------------|-----------------------------------|---|
| Date of Request:<br>1/23/19  | Tax ID Number: | Time of Call:<br>5:30P-9:30P      | Date of Job:<br>1/30/19                             |
| Company Requesting Officers (Name, Address):<br>P1 MEDIA                                     |                | Phone Number:<br>631-241-0359     | Location of Job:<br>Greenwich Town Hall             |
| Contact Person:  | Start Time:    | End Time:                         | Number of Officers Requested:<br>1x                 |
| Billing Information (Vendor name, address):<br>13276 E FREMONT PLACE<br>CENTENNIAL, CO 80112 |                | Phone Number:<br>303-<br>339-7311 | Nature of Job/Dress:<br>Security/ Live TV Show<br>B |

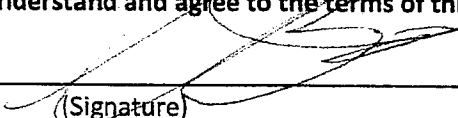
1. Officers sign up for side jobs on their off-duty time. There is no guarantee of filling the job. However, most jobs are filled. Special Officers may sign up for jobs 24 hours in advance of the start time.
2. The rate is \$70.00 per hour with a four (4) hour minimum. Invoicing is done on a bi-monthly basis.
3. Officers will be entitled to a minimum 30-minute paid meal break for side jobs that are more than 7 hours in duration.
4. The Town requires a specific location to meet the work crew if the job is in the roadway, such as an address.
5. If the job is roadwork related, the proper permit must be issued by the Highway Department.
6. If the request is for a Special Event, such as a Fair, Carnival, Race, Demonstration, or Rally, the proper permits must be obtained, including a Special Event permit from the Traffic Division.
7. The Police Department must be informed as to whether the job is traffic control or security-related in nature. In relation to this, dress requests (plainclothes, uniform) must be specifically requested.
8. The following is the applicable Cancellation Policy. It is the responsibility of the requesting party to document the cancellation. Contact the Desk Sergeant to cancel any requests at 203-622-8007.

### Cancellation Policy

Cancellations received:

|  |  |
|--|--|
| More than twenty-four (24) hours prior to the scheduled start time.                                  | No charge.   |
| Twenty-four (24) hours or less of the scheduled start time.  | Four (4) hour minimum payment.   |
| If work is discontinued prior to scheduled end time of a job scheduled for more than four (4) hours. | Actual number of hours worked or four (4) hour minimum, whichever is greater |

I understand and agree to the terms of this agreement:

  
 \_\_\_\_\_  
 (Signature)

1/30/19  
 \_\_\_\_\_  
 (Date)

Harry Oates  
 \_\_\_\_\_  
 (Printed Name)