



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

*Thomas F. Cooke - Director of Administrative Services*

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Date of submission:** March 5, 2013
2. **Date of Board Meeting:** March 11, 2013
3. **Individual or Entity making the submission:**

Gerard G. Toner for the  
Performing Arts Center Board

4. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

*The Individual or Entity making the submission requests that the Board of Selectmen:*

Approve a request by the Fidelco Guide Dog Foundation to use the Performing Arts Center and surrounding grounds for its annual fundraising walk and family fun day on September 29, 2013.

5. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Gerard G. Toner, Director, Parks and Recreation (for the Performing Arts Center Board)  
860-408-4682  
gtoner@simsbury-ct.gov

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The Fidelco Guide Dog Foundation is seeking permission to use the Performing Arts Center and surrounding grounds for its annual fundraising walk and family fun day on September 29, 2013. The event utilized the site last year for this event.

Jan Adams of the Foundation has secured a Public Gathering Permit, and provided a Certificate of Insurance with acceptable limits to the Town. They will also be responsible for providing all necessary site services.

The Performing Arts Center Board considered this request at their January 17 meeting and agreed to hold the date and direct the Foundation to pursue the Public Gathering Permit.

I request that the Board of Selectmen approve this request contingent upon final approval of the PAC Board at their March 21 meeting. Upon final approval there will be a.) the execution of a license agreement in a form acceptable to the town attorney, and b.) the payment of a \$3,000 license fee to the Town of Simsbury.

7. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

*The following documents are included with this submission and attached hereto:*

January 16 letter of request from Jan Adams, Fidelco Event Manager

**PLEASE NOTE:**

Same location...NEW address  
103 Vision Way  
Bloomfield, CT 06002

Share the Vision



Office: 860-243-5209  
Fax: 860-760-0567  
103 Old Iron Ore Road, Bloomfield, CT 06002  
[www.fidelco.org](http://www.fidelco.org)

January 16, 2013

Mr. Gerry Toner  
Recreation Director  
Town of Simsbury, CT  
P.O. Box 495  
Simsbury, CT 06070

Dear Mr. Toner,

The Fidelco Guide Dog Foundation is requesting the use of Simsbury Meadows and the Performing Arts Center on September 29, 2013 for the Fidelco Fundraising Dog Walk and Family Fun Day. The event will run from 10:00 a.m. to 3:00 p.m.

The Fidelco Dog Walk and Family Fun Day will once again feature a fundraising Walk through beautiful Simsbury center followed by music, food, vendors, demonstrations and contests for all participants.

A public gathering permit meeting has been scheduled for Tuesday, January, 29, 2013. Street banner applications have been submitted.

This event is open to the public and will be advertised through local media, radio and local retail establishments. We look forward to, once again, partnering with the Town of Simsbury to host another elite event.

Sincerely,

Jan Adams  
Fidelco Event Manager

