



Activity Guidelines and Fact Sheet

Date: September 23, 2023

Set Up Time: 7:00AM – 8:30AM

Break Down Time: 3:15-4:30PM

Where: Westwood High School Complex, 200 Nahatan Street, Westwood

Event Hours: 10:00AM – 3:00PM. The Westwood Day Grounds open to the public at 10:00AM and close at 3:00PM.

Admittance: Westwood Day is free to the public.

Weather: Westwood Day is a rain or shine event.

Booth Location: **Attached please find a map detailing your entrance to your activity location and traffic flow**

Activity Vehicles: *You may drive your vehicle to your designated location to drop off items for set up after 7:00AM. Your vehicle must be removed from your designated area **no later than 8:30AM**. Nahatan Street will be closed at 8:45AM to 9:30AM for the 5K road race. After 3:15PM you may drive your vehicle back to your assigned location for break down and pick up of all your items. Please be considerate and police your designated area of trash and debris. All vehicles must be removed no later than 4:30PM. **Please see the attached map for your specific location and traffic flow.***

General Restrictions: Only foot traffic will be allowed on the grounds during the hours of 9:00AM-3:15PM.

Activity Parking: Each Activity will be given **one** parking placard to park a vehicle at the Council On Aging, 60 Nahatan Street, located approximately 300 yards from the high school. Your parking pass will be handed out the morning of the event when you arrive for set-up. You will need this placard to enter the reserved COA parking lot. The parking attendant will mark it and you are to place it on the dash board of your vehicle. Carpooling is encouraged! Handicapped parking is available near the Pool entrance.

You provide: You are responsible for all tables, chairs, tents, equipment, and other materials necessary for your activity and information booth, **unless other arrangements have been confirmed with Brian Macdonald**. All materials must be contained within your designated area. Make sure that all tents, signage, and other objects are secured. You are required to provide weights for your tent legs in the event of inclement weather conditions. If your tent is not properly weighted, you may be asked to take the tent down for safety reasons.

Food: Activities are not permitted to sell or distribute any consumable food or beverage unless it is individually packaged and has been noted on activity proposal. Please review the attached activities list and if your group will be handing out candy any other consumable item that is not listed please let me know. The Board of Health has requested a list for their information.

Contact Person: **To date, I have Dan as the contact at 781-413-5173. If you are not the contact for Saturday, September 23rd, please send me the new contact's name and cell phone number.**

Release: The Town of Westwood, their agents, board members, volunteers and any or all individuals and organizations assisting or participating in any capacity in Westwood Day 2023 (“the Releases”) assume no liability of any kind for personal injury to the activity and/or persons/entities associated with the activity or persons injured by the activity’s conduct of any kind. The Releases assume no liability of any kind for damage to property or loss resulting from damage to property, including any property of the activity, any persons associated with the activity or any persons whose property is damaged by the activity. Property is deemed to include intangible and intellectual property. The activity acknowledges that s/he has the authority to bind all persons or entities affiliated with the activity and that all such agree to hold “The Releases” harmless from and to indemnify “The Releases” for any and all liability occasioned by the operation of any booth by said vendor or his or her agents.

Activity Contact: Brian Macdonald, bmacdonald@townhall.westwood.ma.us Cell: 781-467-6947