

Foxborough Founders Day Planning Committee 2024 FIELD ACTIVITIES

Foxborough will be holding its **34th** Founders Day celebration on Saturday, **June 8th**. Founders Day is always celebrated during the weekend closest to the anniversary of our date of incorporation, June 10, 1778.

Enclosed are the forms you will need to complete in order to participate in this year's field activities.

Parade registrations forms will be sent separately. All forms are available for download at our website at www.foxboroughfoundersday.com

Field Activities at Booth Playground

Field activities are open to **non-profit** organizations based in (or having a substantial presence in) the Town of Foxborough. Each booth space should have a sign, which identifies the organization or group. No political or religious statements are allowed.

In order to cover the ever-increasing costs of Founders Day activities, we have created a pricing structure that we hope will fairly distribute the costs based on the size and use of the space and the need for electricity. We will continue to implement an early registration discount of \$10 per space for registrations completed and received by May 10th. **EARLY REGISTRATION MUST INCLUDE THE SIGNED INDEMNIFICATION FORM TO BE ELIGIBLE FOR THE DISCOUNTED FEES.**

Booth spaces will be 20' x 20', with a limited number of larger spaces being available. You must provide your own tents/tables/chairs/ and shade. Site registration fees start at \$45 for a 20' x 20' site with no fundraising activity, scaling up to \$80.00 for a fundraising site with electricity. Because of safety considerations, no private generators are allowed. Please see the pricing chart on the enclosed form and select the site that best suits the needs of your organization.

Space preferences are honored, to the extent possible, on a first-come first-served basis.

An **indemnification form** is required for each group. Please complete the enclosed form and return it with your registration form. One **parking permit** will be issued per site, with additional permits available on an as-needed basis, Up to 3, as parking space near field for drop off for doll carriage and hockey tourney and needed handicap spaces will reduce available area compared to yrs. Past . Please indicate the reason for additional spaces on the registration form.

If food is being served, a one-day **Board of Health permit** will be required. **Each group is responsible for returning a complete application to the Founders Day Committee or registering directly with the Board of Health, at the Foxborough Town Hall. This must be done no later than May 10th to ensure approval for serving food.**

If your group is planning on selling or giving away live animals, you must get prior written permission from the Foxborough Animal Control Officer.

The Foxborough Founders Day Planning Committee is responsible for the safety of the crowds at Founders Day. Therefore, if an activity or item to be sold is considered dangerous or inappropriate, the Planning Committee reserves the right to prohibit it. If you have a question about whether or not your planned activity or product might be considered dangerous, please contact us first. Due to problems in the past, selling squirt guns and silly string is prohibited at the field.

Booth Registration Deadlines:

May 10th if a food permit is required

May 24th Final deadline for a field spot.

To help us manage our mailing list:

1. Please call Kerry Rosado (774) 571-0440 or email Rosadok@comcast.net if you want the group's name to be deleted from the list.
2. Please pass this update to the appropriate person in your group if you are no longer your group's contact. Please have the new contact call Kerry to correct the mailing list.

Thank you for supporting and participating in Foxborough Founders Day! If you have any questions or comments, or would like to volunteer to help in any of the activities, please call Kerry Rosado at 774-571-0040 or email Kathy Brady at kmbrady13@verizon.net

Additional information and forms can be found on our web site: www.foxboroughfoundersday.com.

RULES FOR FOUNDERS DAY FIELD PARTICIPANTS

- The Founders Day Planning Committee reserves the right to prohibit any activity it deems to be dangerous or inappropriate.
- Each participating organization is responsible for its own trash removal (to the dumpster provided).
- No private generators are allowed. All electrical hookups must be requested in advance.
- The field is available at 7:00 AM on Founders Day for set-up.
- All vehicles must be off the field by 10:00 AM
- When breaking down booths, vehicles must be off the field by 6:00 PM or must stay until 15 minutes after the fireworks have ended.
- If you are selling or giving away live animals, you must have prior written permission from the Foxborough Animal Control Officer.
- If you are selling food you must apply to the Foxborough Health Dept. for a permit no later than May 10th, 2022
- A copy of these rules should be kept at each location for all participants to follow.

2024 FOXBOROUGH FOUNDERS DAY REGISTRATION FORM

BOOTH PLAYGROUND

Saturday June 8, 2024

Check#
Amount
<input type="checkbox"/> Indemnification Form
<input type="checkbox"/> Food Permit
Received By

Mail forms to: Founders Day Planning Committee, 40 South Street, Foxborough MA 02035

Group Name: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Alternate Tel: _____ (Please supply email address)

Description of Field Activity:

* MUST BE COMPLETED *
(use other side if needed)

Space Request for Field Activities at Booth Playground

Size of Space	Fundraising, Informational (Food ² , Games, Raffles, etc.)	Electricity required (1 device ¹)	# of Spaces needed	Cost per space	Total (# of spaces x cost per space)
20' x 20' (standard)	Yes	Yes		\$65	
20' x 20'	Yes	No		\$50	
30' x 40' Inflatable/Activities	Yes	Yes		\$80	
30' x 40' Activities	Yes	No		\$75	
Other					
Early Registration Discount of \$10 per space if form is submitted by May 10th				-\$10	
Make check for total payable to "Foxborough Founders Day"			Total Registration Fees		

¹ Each space with electricity provides for (1) **one powered device**. Additional high-power devices such as motorized devices, popcorn makers, etc. will be charged an additional \$20 per device per space. Low power devices such as Radio's PCs, and monitors will not count as extra devices on sites already wired for electricity.

² If you are planning on selling food items you must apply for a food permit from the Foxborough Health Dept. by May 10th. An application is **NOT NEEDED** if you are providing **PRE-PACKAGED** foods/drinks that **DO NOT** require refrigeration/freezing. Food application must be returned with this form. If you are planning to sell or give away live animals, you must get prior written permission from the Foxborough Animal Control Officer.

Parking Permits required:	(If more than 1, please explain below) [5 max]
Reason for addition parking:	

Field Contact: Kerry Rosado
 Email: rosadok@comcast.net
 Mail this form, with check & indemnification form by May 24th or earlier to:
 Foxborough Founders Day Planning Committee, 40 South St., Foxborough, MA 02035

TOWN OF FOXBOROUGH
Indemnification Agreement

For and in consideration of the use the premises located at the _____

_____ Foxborough, MA, (the
"Premises"), and other good and valuable consideration, the payment, receipt and sufficiency of which is
hereby acknowledged,

Name: _____

Address: _____

Organization: _____

Phone Number: _____

Address: _____

(hereinafter the "Applicant") hereby agrees to indemnify and save harmless the Town of Foxborough, and all their past, present and future officers, officials, agents, servants, employees, attorneys and their respective predecessors, successors, assigns, heirs, next of kin, executors and administrators hereinafter collectively referenced as the (the "Town") against any and all injury, loss or damage and any and all claims for injury, loss or damage, of whatever nature caused by or resulting from, or claimed to have been caused by or to have resulted from any act, omission or negligence of the Applicant or anyone claiming under the Applicant (including, but without limitation officers, agents, servants, invitees, guests, students, volunteers, of the Applicant and employees and contractors of the Applicant), at or about the Premises.

This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in connection with any such injury, loss or damage or any such claim, or an proceeding brought thereon or the defense thereof. If the Applicant or anyone claiming under the Applicant or the whole or any part of the property of the Applicant or anyone claiming under the Applicant shall be injured, lost or damaged by theft, fire or steam or in any other way or manner, no part of said injury, loss or damage is to be borne by the Town or its agents unless solely caused by the gross negligence or willful misconduct of the Town.

Applicant shall, at its own cost and expense, with counsel approved by the Town defend any and all suits and actions (just or unjust) which may be brought against the Town or in which the Town may be impleaded with others upon any such above-mentioned matter, claim or claims, unless such other suit or action is the direct result of Town's negligence. The Applicant agrees that it shall not file any claim, complaint, charge or lawsuit against the Town for any matter, claim or incident, known or unknown, which occurs or arises out of Applicant's use of the Premises.

APPLICANT

Applicant: _____ Date: _____

Title: _____

TOWN OF FOXBOROUGH

By: _____ Date: _____
(duly authorized signature)



**Foxborough Health Department
Town of Foxborough**

Matthew Brennan, R.S.
Director of Public Health

www.foxboroughma.gov

40 South Street
Tel. (508) 543-1207
Fax (508) 543-6278

Permit No. _____

**FOXBOROUGH FOUNDERS DAY
2024 FOOD PERMIT APPLICATION**

Submit Application by May 10, 2024
(There is no fee associated with this food permit application)

Please contact the Foxborough Health Department @ 508-543-1207 if you are unsure whether or not you need a food permit.

General Questions

Name of Non-Profit Organization: _____

Address of Non-Profit Organization: _____

Organization Telephone Number: _____

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Event Related Questions

1. What food(s)/drink(s) will your organization be selling/giving away? _____

2. Where will the food be purchased from (i.e. Stop n' Shop, Restaurant Depot, BJ's, etc.)? _____

3. Will you be using.....

a. **A Fryolator:** Yes No

If yes, how/where will the waste oil be disposed of: _____

b. **A Grill (w/ propane):** Yes No

If yes, you MUST contact and obtain approval by the Fire Department (508-543-1238)

All Grill and Fryolator Areas Must be Made Secured/Roped Off

4. If providing Time/Temperature Control For Safety (TCS) Foods (formerly known as "potentially hazardous foods"), a Certified Food Manager (CFM) is required to be present.

CFM Name: _____

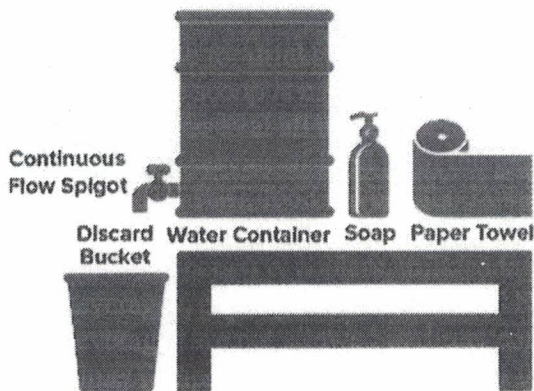
(Attach a copy of the Certificate to this application)

I, the undersigned, attest to the accuracy of the information provided in this application and I affirm that the food establishment operation will comply with 105 CMR 590.000 and all other applicable law. I have been instructed by the Board of Health on how to obtain copies of 105 CMR 590.000 and the Federal Food Code.*

Signature of Applicant: _____ Date: _____

Please retain this page for your reference!

1. Ensure no volunteer/food worker is sick. No one who is sick should be involved with any food service related activities. This includes preparing food, serving food, and handling single use items (i.e. paper goods).
2. If using ice for drinks, keep ice inside ice bags throughout the event. To dispense ice, it is recommended that an ice scoop is used. If no ice scoop is available, then use a non-glass, hard plastic cup. Gloves should be used at all times when dispensing ice.
3. Limit self-service of food from the general public. All food must be protected from the public through service by staff, food covers, food wrapping, sneeze guards, individual pre-portioned size containers, etc.
4. All containers (i.e. coolers, milk/soda crates, storage containers/boxes, etc.) holding food, bottled beverages, paper goods, etc., **MUST NOT** be in direct contact with the ground. Food and bottled beverages are not allowed in direct contact with the ground.
5. Time/Temperature control for safety foods (meat products, dairy, cut fruit, cut vegetables) must be transported under refrigeration (or on ice) to ensure the food stays at 41 degrees F or below. Ice must be completely surrounding the container in order to keep the product cold. Food will not stay cold if the food container is only sitting on the ice.
6. Transport utensils that will be contacting food (including thermometers) in a clean container. This container should not be used to store non-food type equipment (i.e. markers, pens, chemicals, cardboard packaging material, etc.).
7. For organizations handling fresh/frozen raw foods, a portable hand washing station is required. Please refer to the diagram below for assistance.



For organizations that do not fall into this category, hand wipes are allowed. See below for examples of acceptable hand wipes.



Note: Liquid/gel hand sanitizer is not allowed when working with food.

Any questions regarding food safety, please contact the Foxborough Health Department at 508-543-1207.