



Parks & Recreation Department

48 LEBANON STREET
HANOVER, NH 03755

TELEPHONE: (603) 643-5315
E-MAIL: HPRreservations@hanovernh.org

APPLICATION FOR USE OF PARKS & RECREATION PUBLIC SPACE (6JULY16)

FACILITY/PUBLIC SPACE:

Sachem Athletic Fields

Tenney Park Athletic Field

Sachem Baseball Field

Tenney Park Baseball Field

Grasse Road Baseball Field

Tenney Park Picnic Pavilion

Farr Field

Richmond Middle School Softball Field

Other Area _____

Richmond Middle School Athletic Field

APPLICANT:

Name of Event: _____

Type of Event: _____

Name of Individual / Organization: _____

Commercial/Private Organization

Youth Sports Organization

Adult Sports Organization

Community/Family Group

Contact Person: _____

Address: _____ **City:** _____ **Zip:** _____

Phone: Day: _____ Evening: _____ Cell: _____

E-mail Address: _____

Number of people attending:

Adults: _____ **Children:** _____ **Total Attending:** _____

Rental Date(s): _____

Please include actual dates if requesting ongoing use

Rental Times: Start: _____ **am/pm** **Finish:** _____ **am/pm**

Rental Times are to include all Set-Up and Clean-Up Time Rounded to Nearest 1/2 Hour

Open to the public?	YES	NO
Admission fee charged?	YES	NO
Fundraiser?	YES	NO

Please describe your event in detail:

Requesting Ongoing Use?	YES	NO
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Please describe in detail (add all actual dates if they could not fit on page 1):

APPLICATION AGREEMENT:

Approval to use a Town of Hanover Public Space will not be granted unless the Public Space Use Policy has been read and the policies and procedures outlined are agreed upon. The supervisor must be at least 21 years of age, be knowledgeable of and agree to the Rules, and be present at all times during the activity proposed. The supervisor also assumes responsibility to pay any rental fees, in accordance with departmental policies and procedures, before the commencement of the activity, as well as any costs for damages incurred during the event. In consideration for being permitted to use the facilities the supervisor exempts and releases the Town of Hanover from and against all liability, claims, and demands, on account of injury, loss or damage which may occur as a result of such use. The renter may be asked to provide proof of insurance dependent on purpose of use. Although all efforts will be made to avoid schedule changes once this application is approved, any event may be moved up to two weeks prior to scheduled date, to accommodate a Town sponsored function. **The signature below indicates agreement.**

Signature _____
Date

NAME: _____
(Please Print)

-----For Office Use Only-----

Application is: **Approved** **Denied**

Category	Amount	Check #
Rental Fee		
Security Deposit		
Certificate of Insurance Required	YES	NO
Ongoing Use Approved	YES	NO
Agreement Good Until		

Administrative Approval _____
Date

Additional Comments:

Refund of Security Deposit sent out on: _____