

TOWN OF MEREDITH PUBLIC WORKS DEPARTMENT

347 Daniel Webster Highway, Meredith, NH 03253
603-279-6352 FAX: 603-279-4656

FACILITY USE PERMIT

Name of Organization: _____

Date(s) Requested _____ Time(s): _____

FACILITY REQUESTED

- | | |
|---|--|
| <p>_____ Hesky Park</p> <p>_____ Hesky Park BBQ Pit</p> <p>_____ Town Docks Parking Lot</p> <p>_____ Scenic Park</p> <p>_____ Clough Park</p> <p>_____ Bandstand</p> <p>_____ Gazebo on Boardwalk**</p> | <p>_____ Town Docks</p> <p>_____ Plymouth Street Parking Lot</p> <p>_____ Community Park (Main Street)</p> <p>_____ Water Street Parking Lot</p> <p>_____ High Street Parking Lot</p> <p>_____ Aubuchon Parking Lot</p> <p>_____ Solid Waste Facility</p> <p>_____ Waukewan Park</p> <p>_____ Other: _____</p> |
|---|--|

*** (boardwalk gazebo only -
NOT Church Landing grounds)*

****Number of people on gazebo limited to 10 people**

Scheduling Priorities by Type of Organization (Please Check one)

- | | |
|--|--|
| <p>_____ #1 Town of Meredith</p> <p>_____ #2 Meredith Non-Profit</p> <p>_____ #3 Private Meredith Resident**</p> <p>_____ #4 Meredith For Profit**</p> | <p>_____ #5 State of NH/Federal Agency</p> <p>_____ #6 Non-Meredith Non-Profit</p> <p>_____ #7 Private Non-Meredith Resident**</p> |
|--|--|

**** FOR Profit events NOT allowed in Hesky, Scenic, Clough, Town Docks, Gazebo, Bandstand or Town Docks parking lot**

RENTAL FEE SCHEDULE BY ORGANIZATION TYPE

(Hourly Rates for Organization Type)

Facility	#1	#2	#3	#4	#5	#6	#7
			See note**	See note**			See note**
Hesky Park	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Hesky Park BBQ Pit	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Town Docks Parking Lot	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Scenic Park	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Clough Park	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Bandstand	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Gazebo on Boardwalk**	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Town Docks	0	0	\$ 10.00	N/A	0	\$ 20.00	\$ 30.00
Plymouth Street Parking Lot	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00
Community Park (Main Street)	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00
Water Street Parking Lot	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00
High Street Parking Lot	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00
Aubuchon Parking Lot	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00
Solid Waste Facility	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00
Other:	0	0	\$ 10.00	\$ 30.00	0	\$ 20.00	\$ 30.00

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Town of Meredith Public Works-Facility Use Permit

Do you request to place any of the following items on site?

_____ sign (size _____ quantity _____) Other: _____
_____ booth (size _____) _____
_____ banner _____
_____ tent/trailer (size _____) **SEE NOTE BELOW ABOUT TENT REGULATIONS****

PROGRAM DESCRIPTION

DESCRIPTION: _____

CONTACT PERSON/PHONE #: _____

Number of People expected: _____ *Approx # of Cars to be parked:* _____

Will it be open to the public? _____ *Is there an admission charge?* _____

Do you request the use of any of the following?

_____ **electric** (a fee may be charged for exceptional electric usage)
_____ **water** (a fee may be charged for exceptional water usage)
_____ **rest rooms** (a fee may be charged for portable restrooms)

OTHER: _____

(additional fees may be charged depending on services requested)

Rules/Regulations for Facility Use

Signs may not be hung for more than seven days. All requested items listed on first page of form must be removed the day after your event unless otherwise specified and approved. We reserve the right to remove any items not removed in time specified and to charge for removal.

****ALL TENTS MUST BE FIRE RETARDANT and be visibly tagged by manufacturer as such. Tents erected only in location approved by the Public Works Buildings and Grounds Operations Manager or his designee. NO SPIKES, STAKES or other in ground fasteners for tents allowed, only above ground weights/fasteners.. Town reserves the right to bill for any damages to the underground electric or irrigation by any of these items. NO vehicle traffic of any kind is permitted on the grass areas of the park grounds without special written permission from the Public Works Operations Manager. The Town reserves the right to bill your organization for any damage resulting from vehicles on town property grass areas.**

All town facilities use are issued by permit and all user groups must have a signed copy of this permit in hand during course of the scheduled event. No alcoholic beverages allowed on ANY town property.

Town of Meredith Public Works-Facility Use Permit

STATEMENT OF LEGAL RELEASE

I/We _____ of the _____
 agree to indemnify and hold harmless the Town of Meredith, it's Public Works Department officers, employees,
 and volunteers from any and all claims for personal injuries, property damage, defense costs and any other
 claims whatsoever arising out of my/our use or occupancy of these town facilities. I/We agree to assume
 any and all responsibility for the use of these facilities by me/us and by any such third party
 or person that I/We permit to use the facilities.

I/We will insure that all facilities are cleaned and left in good order prior to leaving the facility site and I/We will
 immediately report any damages whatsoever observed during the course of my/our use or occupancy of
 the facility. I also agree to provide a certificate of insurance detailing coverage and
 expiration dates forwarded to the Town of Meredith Public Works Department prior to the event date.
 I have read and agree to the above information and rules and understand it in full. I also understand that
 these rules are strictly enforced.

_____ DATE: _____ Phone: _____
Contact Person *for contact person*

_____ Organization _____
Authorized Signature

_____ Mailing Address _____

Additional Information Required: _____

FACILITY USE FEES OR CHARGES

Fee Charged per schedule and Organization Type as Listed Above

_____ Rental Charge _____ Removal Charge _____ Damage Charge
 _____ Utilities/Water Charge _____ Restroom Charge
 _____ Other Charges: _____

_____ TOTAL CHARGES/FEES

_____ Insurance coverage received

Amount Paid: _____ Check _____ Cash _____
 Payment Received By: _____

_____ Request Granted _____ Request Denied

Conditions: _____

Paul Ristaino, Public Works Operations Manager PW Office phone: 279-6352
If emergency after hours call 279-4561 police dept and ask them to get in touch with Paul Ristaino

cc: Town Manager/Police Dept