

THE PETERBOROUGH RECREATION DEPARTMENT



APPLICATION FORM

COMMITMENT OF INTENTION: Please email lmartin@peterboroughnh.gov with your Contact Person's Name, Email, Phone(s), and Tree Theme ASAP so we may plan accordingly and contact you with any additional details about the event.

APPLICATION FORM DEADLINE: Monday November 25, 2019

Contact Name _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Name of Group/Business/School/or Individual(s) Sponsoring Tree: _____

- Please donate my tree to the raffle. Please donate just my decorations. I will be keeping my tree and decorations.

Additional raffle item(s) (optional): _____

- Tree stands on the floor Table-top Tree Tree Created by Kid(s) Tree Created by Adult(s)

Name of Tree (required for program) _____

Theme & Description of Tree Decorations: _____

Brief write-up for the program _____

ACKNOWLEDGMENT AND RELEASE

Participation in this activity may involve risk of injury. As a parent, guardian or participant, I am aware of these hazards and my ability to participate. In consideration for participation in this activity, I hereby for myself, my heirs, executors and administrators waive and release all rights and claims against the Town of Peterborough, its officers, employees, agents, volunteers and supervisors, except in the case of their sole negligence, from all losses, injury, damages, fees and other expenses, arising out of or in connection with participation in the activity. In addition, I give my permission for the agents, servants, employees, and officials to the Town of Peterborough to use their sole discretion in seeking and providing treatment for the participant(s) by qualified medical personnel in the event that the above-named participant cannot be reached at the phone numbers provided. I authorize the Peterborough Recreation Department to reasonable use of any and all images and statements of/by/about the participant during any part of a Peterborough Recreation Department program for promotional purposes.

I hereby acknowledge receipt of the Peterborough Recreation Department's Rules and Regulations, pertaining to the Holiday Trees in Peterborough event, and hereby agree to abide by and adhere to all Rules and Regulations. I further understand the Rules and Regulations are subject to changes without notice.

Signature of Applicant _____ Date _____

THE PETERBOROUGH RECREATION DEPARTMENT



RULES AND REGULATIONS

1. ALL ITEMS SET UP INSIDE MUST BE ARTIFICIAL to adhere to municipal and NH state code requirements AND MUST MEET OR EXCEED ALL FIRE, HAZARDOUS MATERIAL, UL ELECTRICAL AND SAFETY REGULATIONS.
2. Trees should have a tree skirt, topper and UL-approved miniature lights (preferably warm white or color LEDs).
3. Tree heights may range from mini (up to 24") to large (12' maximum). **If yours is a table-top tree, please do your best to provide your own table and tablecloth.** A limited number of card tables are available to those who request- in advance- on a first come, first served basis.
4. Make sure tall trees are adequately supported to avoid toppling.
5. THE FOLLOWING ITEMS MAY NOT BE USED FOR HEALTH AND SAFETY REASONS:
Unwrapped edible items, spray adhesives, loose glitter, confetti, artificial snow, or any flammable items left loosely on tree or tree skirt. Glitter-covered ornaments are allowed.
6. All ornament preparation must be done BEFORE setting up tree. For example, allow sufficient time for hand-made decorations to dry. No spraying or hot gluing on-site is permitted.
7. Trees may be set up in your choice of location, taking care to avoid having similar themed trees adjacent to each other.
8. The Committee reserves the right to reject any inappropriate or controversial themes or items. All judges' decisions are final.
9. **Sufficient packaging materials must be provided by the donors of all raffle items, so winners can easily take home their prizes.**
10. If providing gift certificates or tickets to a performance, etc. on your display, please place a copy on your tree. The originals will be held by Peterborough Recreation staff or a member of the Holiday Trees Committee until the winner is announced.
11. Please provide your own extension cord (labeled with your name) and, if needed, power strips. All must be in good, workable order.
12. TREE SETUP—THURSDAY, DECEMBER 5, 1-7PM. Please come early enough to make sure you are done by closing time.
13. Please keep in mind that your tree may be viewed from all sides.
14. Please bring your own step stool or ladder, if one is required.
15. Please take any boxes and packaging materials home with you. Items left behind (except for raffle item packaging) will be discarded.
16. NO SMOKING ALLOWED in the building or on Town of Peterborough property.
17. APPLICATION ACCEPTANCE—Applications will be considered in the order they are received at the Peterborough Recreation Department. Due to space requirements and local fire codes, not all applications may be accepted. Final acceptance of complete forms will be determined on a first-come/first-served basis. Your early indication of your COMMITMENT OF INTENTION and your APPLICATION FORM will enhance your chances of participation. You will be notified if your application is not accepted for this event.
18. TREES must be collected after the event between 3-4 PM on Sunday, unless you make other arrangements *in advance* with the Recreation Department. *Trees may not be disassembled before 3:00PM on Sunday.*

PLEASE COMPLETE APPLICATION ONLINE AT www.peterboroughrec.com, EMAIL IT TO lmartin@peterboroughnh.gov, OR MAIL FORM TO: Peterborough Recreation Department, 64 Union Street, Peterborough, NH 03458; 603-924-8080.