



TOWN OF PETERBOROUGH RECREATION DEPARTMENT

64 Union Street • Peterborough, NH

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Nicole MacStay
Town Administrator

Craig Fraley, CPRP
Recreation Director

RECREATION FACILITY PERMIT APPLICATION

Date of Application: _____

Application to be submitted at least one week in advance of your activity in order to be reviewed by the Recreation Director and returned to you.

The undersigned makes application on behalf of: _____

(organization name)

for the use of **(check desired facility):**

☐ **Adams Playground North**

☐ Campfire ring

☐ Pavilion (by pool)

☐ Picnic Area

☐ Gazebo (by parking lot)

☐ **Adams Playground South**

☐ Bishop Field

☐ Picard Field

☐ Ecco Field

☐ Russell Field

☐ **Peterborough Community Center**

☐ Gymnasium

☐ Dining Room

☐ Kitchen

☐ Meeting Room

☐ Lawn

☐ **Jutras Recreation Building Meeting Room**

☐ **Cunningham Pond picnic area**

Date(s) _____ **Time (s)** _____

Activity (please describe): _____

Number of attendees _____ **Fees to be charged (if any)** _____

Proceeds from admission charged will be devoted to: _____

It is expressly understood and agreed that the regulations of the Recreation Department are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to, or loss of, Town property in consequence of such use of the accommodations identified above, and engages to make the same good without any expense to the Town. I understand and agree by applying for this permit that I am responsible for the conduct of the attendees. I certify that on behalf of the applicant or organization, I am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Town of Peterborough. The undersigned also further agrees to pay promptly such charges as may be made for the accommodations requested. I also understand that acceptance of this application should in no way be construed as a final approval/confirmation of this request.

Applicant (please print): _____

For Office Use Only

Applicant's signature: _____ **Date application received:** _____

Address: _____ **Date of approval:** _____

Phone: _____ **Application approved by:** _____

Email: _____ **Fee required:** _____ **Police Required: Yes No**

Fee Schedule

Private Rentals (Non-Commercial Use): **Commercial Organization:** **Non-Profit Organizations:**

Ecco Field, Picard Field, Bishop Field

Call PRD to discuss pricing

Call PRD

\$20/hour if not made up

\$50/hour if made up

\$75/hour for use of lights

- **2 hour minimum required for ALL rentals**

Adams Park Gazebo, Pavilion \$20/hour

\$25/ hour

\$15/ hour

Cunningham Pond Picnic Area \$20/hour

\$25/hour

\$15.hour

Meeting Room at 64 Union St. \$20/hour

\$25/hour

\$15/hour

Custodial fees of \$30 per hour may apply based on group size, usage, and facility condition upon completion of rental.

Security Deposit of \$150 is required via cash or check. We are unable to refund credit card convenience funds and fees can not be prorated. Any damages or custodial fees will be deducted from the security deposit. Lessee is financially responsible for fees exceeding the amount of the security deposit. A cancellation fee equal to 50% of the rental fee may be assessed for cancellations made less than 14 days before event.

I have read and understand the regulations stipulated on this form and agree to abide by said regulations as set forth by the Peterborough Recreation Department. I understand that the policies are strictly enforced and failure to comply with the policies and procedures may result in the Peterborough Recreation Department retaining the security deposit. This agreement may not be assigned or transferred. I understand and agree by applying for the use of the Peterborough Community Center that I am responsible for the conduct of attendees. I certify that on behalf of the applicant or organization, I am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Town of Peterborough.

In consideration of being permitted to rent/use the facility known as the Peterborough Community Center, I hereby for myself, my heirs, executors, administrators and all those participating in this event, waive and release all rights and claims against the Town of Peterborough, its officers, agents, employees, volunteers, supervisors, representatives, and assignees, except in the case of their sole negligence, from all losses, injury, damages, fees, and other expenses arising out of or in conjunction with the use of the Peterborough Community Center. I also understand that acceptance of application should in no way be construed as a final approval/ confirmation of this request.

Preliminary walk-through is scheduled for _____

Keys loaned to us for the event are: _____

All keys will be returned to the PRD within twelve hours of the conclusion of this event.

Applicant's signature: _____

Date: _____

Responsible/ Insured Party

Rental Approval: _____

Date: _____