

**Sandown Parks and Recreation Department
Edward C. Garvey Recreation Facility
PO Box 642 25 Pheasant Run Drive
Sandown, NH 03873**

Phone Number: (603) 887-1872 Fax Number: (603) 887-5163

PERMIT TO USE RECREATION FACILITY

Reservation Date: _____ Reservation Times: _____

Type of Function: _____ Number of Attendees: _____

Number of Adult Chaperones: _____ (Required if attendees are under 21 years of age)

Please refer to *Alcoholic Beverages and Certificate of Insurance* sections in Reservation and Use Policy prior to completing.

Alcohol (BYOB only): Yes _____ No _____

Police Detail Check: Date _____ Amount \$ _____ Check # _____

Certificate of Liability Insurance:

Homeowner's Policy _____ TULIP Insurance _____ Date Received: _____

Renter Information

Name: _____

Physical Address: _____ Town: _____

Home Phone: _____ Cell Phone: _____ Address Verified: _____

Please refer to *Fees Section* in Reservation and Use Policy prior to completing.

Non-Profit Organization: _____

For-Profit Organization: _____

Requested Area(s) – Please refer to *Fees Section* of Reservation and Use Policy prior to completing.

Hall Rental Fee \$ _____

Kitchen Rental Fee \$ _____

Parking Lot Rental Fee \$ _____

Field Rental Fee \$ _____

Police Detail (if applicable): \$46.44 per hour per Officer (4-hour minimum- no cruiser).
Effective July 1, 2011. Fee is subject to any changes established by Police Department. Fee is
Payable separately to Sandown Police Department.

Rental Payments must be made at the time rental application is made. All rentals will be scheduled based on availability and no date will be reserved until all appropriate fees are paid. Please make all checks payable to: Sandown Recreation.

Please note that recreation and/or town business must take priority in the event of emergency or urgency; therefore the Recreation Commission reserves the right to cancel or reschedule any event with no notice when needed.

PLEASE READ AND SIGN BELOW:

- **I understand use of the Recreation Facility is a privilege extended to me and I am aware this permit may be cancelled with no notice due to Town emergency requiring use of the Recreation Facility.**
- **I have received and read the Recreation Facility Use Policies and Procedures relating to the use of the Recreation Facility and agree to abide by them.**
- **I agree to hold the Town of Sandown, NH, its agents and employees harmless for any loss, damage or injury incurred during the time I have reserved the Recreation Facility.**
- **Failure to comply with the requirements of this permit shall result in cancellation of t his permit and retention of my deposit.**

Signature _____ Date _____

Revised and effective 09/01/2012

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FOR OFFICE USE ONLY

RENTAL DATE: _____ **RENTAL TIMES:** _____

RENTER OR ORGANIZATION NAME: _____

RENTER OR CONTACT PHONE # _____ **ALT. #** _____

AREA RESERVED: **HALL:**___ **KITCHEN:**___ **PARKING LOT ONLY**___ **FIELD**___

RENTAL FEE RECEIVED:

DATE:_____ **AMOUNT:** \$ _____ **CHECK #** _____

DEPOSIT FEE RECEIVED:

DATE:_____ **AMOUNT:** \$ _____ **CHECK #** _____

SPECIAL INSTRUCTIONS: _____

