Town of Center Harbor

Parks & Recreation Department
36 Main St., Center Harbor, NH 03226
P: 603-253-4561 F: 603-253-8420 E: parksandrecreation@centerharbornh.gov

FACILITY REQUEST APPLICATION

☐ Bandstand ☐ Baseball Field ☐ Basketball Court ☐ Beach
☐ Beach Pavilion ☐ Cary Mead Room ☐ Tennis Court ☐ Dr. Morrill Memorial Park ☐ Municipal Building Grounds
☐ James E. Nichols Memorial Library Grounds ☐ Town House ☐ Boat Launch (Vehicle/trailer parking is on a first-come/first-served basis)

Name of Applicant:

Organization:

(if applicable) ☐ Civic ☐ Not for Profit ☐ For Profit ☐ Religious ☐ Private ☐ Other

Mailing address:

Street address:

Telephone: Cell: Email:

Emergency contact name: Emergency contact phone:

Application must be submitted at least 14 days prior to requested date

1st requested date: Alternate requested date: Time from: To:

Estimated number of people attending:

Type of activity that will take place:

Fee Schedule

- Bandstand: $50
- Baseball Field: No charge
- Basketball Court: No charge
- Beach: No charge (Use restricted to Center Harbor and Moultonborough residents, property owners and guests ONLY)
- Beach Pavilion: No charge (Use restricted to Center Harbor and Moultonborough residents, property owners and guests ONLY)
- Cary Mead Room: No charge
- Tennis Court: No charge
- Dr. Morrill Memorial Park: No charge
- Municipal Building Grounds: No charge
- James E. Nichols Memorial Library Grounds: No charge
- Town House: No charge
- Boat launch (Fishing tournaments)*: $25 per boat/per launch (Year-round)
- Boat Launch (Vehicle/trailer parking is on a first-come/first-served basis): No charge

*Memorial Day through Labor Day there shall be NO tournaments on weekends. A limit of ten (10) boats mid-week with the exception of the 4th of July, where there shall be NO tournaments. Parking is first-come, first-serve and is limited to NO more than twenty-five (25) vehicles.

Total Fees: *Make checks payable to the Town of Center Harbor.*

Complete this application and submit to:

* **Email (Preferred):** parksandrecreation@centerharbornh.gov (Include: "Facility Use Application" in the subject line)
* **In Person:** Town of Center Harbor, Parks & Recreation, 36 Main St, Center Harbor, NH 03226
* **Mail:** Town of Center Harbor, Parks & Recreation, PO Box 140, Center Harbor, NH 03226

FACILITY REQUEST APPLICATION

Additional Fees (if applicable) — Special Detail Rates

Police Department: $55 per hour

Fire Department: $55 per hour

Bandstand electricity: TBD

Bandstand chairs: TBD

Lifeguard rates: $16 per hour. A minimum of two (2) lifeguards will be required.

Insurance Requirements

A certificate of insurance, naming the Town of Center Harbor as an additional insured will be required at the time of application submission. The minimum insurance coverage is $1,000,000 per occurrence and $2,000,000 aggregate.

Alcohol Policy

Alcohol is not allowed.

Statement of Legal Release

I/We, _____ of the _____ agree to hold harmless the Town of Center Harbor, Parks & Recreation Department, staff, volunteers and instructors for accidents that may result for the entire program/event. The requesting organization assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damage.

No vehicle traffic is permitted on the grass areas of park grounds without special request. The Town of Center Harbor reserves the right to bill your organization for any unforeseen expenses or damages to our property.

I have read the above information and understand it in full. I understand that the policies are strictly enforced.

I understand the Town of Center Harbor and the Center Harbor Parks & Recreation Department reserves the right to approve or not approve any facility request. Town of Center Harbor sponsored functions will have priority over any other functions.

_____ _____

Signature of applicant Date

Town Use Only

☐ Approved ☐ Denied

Fees:

Type of fee	Fee	Type of fee	Fee

Total fee _____

By: _____ Date _____

Town of Center Harbor Parks & Recreation, Director

By: _____ Date _____

Town of Center Harbor Board of Selectmen

Copy: Town of Center Harbor Police Department Town of Center Harbor Fire Department Town of Center Harbor Highway Department