



Parks & Recreation Dept. Special Event Permit/Facility Use Application

130 Broad Street, Claremont, NH 03743

Telephone: (603)542-7019 Fax: (603)542-7047

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete all data as required.

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: (____) _____ EVE. PHONE: (____) _____ FAX#: (____) _____

E-MAIL: _____ WEB PAGE: _____

MANAGER ON SITE DAY OF EVENT: _____ CELLULAR: (____) _____

HOME PHONE: (____) _____

*Any change in the above information, please notify the Parks & Recreation Department immediately.

SPECIAL EVENT INFORMATION

Complete all data as required for event of any size.

Type of Event:

___ RUN/WALK ___ RALLY ___ PARADE ___ WEDDING CEREMONY/PHOTOS ___ FAIR
___ CONCERT ___ PICNIC ___ OTHER (specify): _____

EVENT TITLE: _____

EVENT DATE: _____ ESTIMATED ATTENDANCE: _____

TYPE OF FIELD/FACILITY REQUESTED: (please circle) FOOTBALL / SOFTBALL / BASEBALL / SOCCER / OPEN GREEN SPACE
PICNIC / PLAYGROUND / POOL FACILITY / MEETING ROOM / GYM
TENNIS COURTS / BASKETBALL COURTS / TRACK / OPEN SPACE

SPECIFIC SITE REQUESTED: (please circle) BARNES PARK / VET'S PARK / MOODY PARK / ARROWHEAD / MONADNOCK PARK
BROAD ST. PARK / ZOTTO GYMNASIUM / INDOOR POOL / OUTDOOR POOL / JSL
GCC MTG. ROOM / RIVERSIDE PARK / VISITOR CENTER COMMON

ACTUAL HOURS OF EVENT: _____ AM/PM _____ AM/PM

SET UP TIMES: _____ AM/PM _____ AM/PM TAKE DOWN TIMES: _____ AM/PM _____ AM/PM

DESCRIPTION OF EVENT AND SET UP AND CLEAN UP PLAN: _____

*Please attach additional sheets as necessary, including plans, drawings, maps, ect.

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT.

YES NO

___ ___ FOOD CONCESSION AND/OR FOOD PREPARATION AREA (S)
(If you need to cook food in the event area) Please specify method: GAS / ELECTRIC / CHARCOAL / OTHER: _____
___ ___ FIRST AID FACILITY (YES) AND EMT / POLICE / FIRE
___ ___ WILL YOU SET UP TABLE (S) AND/OR CHAIR (S) HOW MANY OF EACH _____

