



CITY MANAGER'S OFFICE
 CITY HALL, 58 OPERA HOUSE SQUARE
 CLAREMONT, NH 03743
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EVENT PERMIT APPLICATION

NAME OF APPLICANT: _____

STATUS OF GROUP: ___ NON-PROFIT ___ PROFIT ___ SCHOOL

CONTACT PERSON FOR GROUP: _____

CONTACT PERSON PHONE (DAY): _____ (EVENING): _____

STREET ADDRESS OF CONTACT PERSON: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE(S) OF EVENT (USE): _____ TIME OF EVENT (USE): _____

LOCATION OF EVENT: _____

DESCRIPTION OF EVENT (USE): _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____ APPROXIMATE NUMBER OF SPECTATORS: _____

SPECIAL ARRANGEMENTS REQUESTED (MINIMUM OF FIVE WORKING DAYS NOTICE REQUIRED): _____

FOR OFFICE USE ONLY

FEE \$ _____ CASH _____ CHECK # _____

NOTICE TO: ___ POLICE ___ FIRE ___ PARKS & REC ___ GOLDEN CROSS AMBULANCE

PLEASE READ AND SIGN

I (We) assume full responsibility for any damages to City of Claremont equipment or property that occur as a result of the requested use. Furthermore, I (We) understand that the City of Claremont, its staff, and members of the _____ Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and/or property, during our requested use of the facility. Sport groups and organizations not sponsored by the City of Claremont must provide a Certificate of Insurance naming the City of Claremont, its agents, servants and employees as additional insured, evidencing the following:

Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000 Date received _____

SIGNED: _____

DATE: _____

APPROVED: _____

DATE: _____

PERMIT CONDITIONS

(TO BE OBTAINED FROM THE PARKS & RECREATION DEPARTMENT)

ITEMS CHECKED BELOW ARE YOUR PERMIT CONDITIONS. PLEASE READ CAREFULLY AND PLAN ACCORDINGLY TO THE INFORMATION REQUESTED. THE DEPARTMENT OF PARKS & RECREATION RESERVES THE RIGHT TO CHANGE AND/OR CANCEL YOUR PERMITTED USAGE AT ANY TIME. THIS PERMIT IS GRANTED IN CONFORMITY WITH PARK ORDINANCE #171.

- Park field/facility usage is limited to the fields/areas stated above.
- Metal detection – NO digging on playing fields. Replace all divots with soil after digging. No digging on lawns in front of City Hall or in the median strip on Broad Street.
- Set up and cleanup of facilities and fields are the responsibility of the permitted user unless otherwise stated.
- All park rules listed within the City Charter and rules and policies of the Parks & Recreation Department are to be followed. Copies are attached for your review.
- Rubbish generated is (carry-in/carry-out) for large functions and gatherings. Users that request use of the City Dumpster will be required to pay \$ _____ per event or activity.
- Portable toilets are located throughout most of the park facilities. Additional units may be required for your event.
- Use of the restroom facility at Monadnock Park will require the following responsibilities:
 - Open doors and secure to the building using hooks at the base of the door.
 - During usage, a restroom monitor is required. Restroom monitors are responsible for keeping an eye on the bathroom facility during your usage.
 - When closing, please pick up any loose rubbish, flush all toilets and secure the doors.
 - Lights are on a timer.
 - Vandalism, damage or cleanliness issues during your usage may result in maintenance and repair fees to be billed to you and/or your organization.
- Parking is permitted in designated parking locations. Please park on only one side of park entrances and roads. Parking on both sides of park entrances and roads could result in a parking fine enforced by the Claremont Police Department.
- Games, practices and other usage are not to be conducted during weather conditions that threaten the safety of participants and spectators. When thunder is heard and/or lightning is visible, regardless of the distance or intensity, **ALL YOUTH AND ADULT OUTDOOR ACTIVITIES** are to be concluded **IMMEDIATELY**. Instructors and Coaches are informed of this policy and individual liability will be imposed if not abided by. There is no exception to this policy.
- You and/or your organization are responsible financially for any damage to the grounds and facility during permitted usage.
- Certificate of Insurance with per-occurrence and aggregate limits of not less than \$1,000,000.00 must be on file prior to use of the park facility.
- Your permitted use requires a vendor’s license for: _____. Please provide a copy of the license and a Certificate of Liability Insurance.
- Your usage requires a key. Key’s are to be returned the next business day following permitted use.
- Other: _____

SIGNED: _____ DATE: _____

PERMIT APPROVED WITH CONDITIONS BY: _____ DATE: _____

CLAREMONT PARKS & RECREATION DEPARTMENT CITY PARK RULES

The Claremont Parks & Recreation Department offers the following parks for public usage: Barnes Park, Broad Street Park, Main & Factory Street Park, Monadnock Park, Veteran's Park and Moody Park.

Park hours are 8:00 a.m. to 8:30 p.m.

*Moody Park officially opens for vehicular traffic (Monday – Sunday) Memorial Day to Labor Day. Weekends only Labor Day into October (weather permitting).

PLEASE ABIDE BY THE FOLLOWING RULES WHILE USING THE CITY PARKS:

- Drinking alcoholic liquors or beverages including beer in a City park is prohibited.
- Please do not cut, injure, deface, remove or disturb any tree, shrub, fence, building, bench or other structures.
- Please do not make or kindle an open fire, except in picnic stoves or fireplaces provided.
- It is unacceptable for individuals to use abusive, profane or indecent language that annoy others. Individuals violating the above will be asked to leave the park. If a violator is being disobedient to this rule, they face being charged for violation of this park rule.
- Use of firearms or any form of weapon in a city park is prohibited.
- Please do not use the City parks for private entertainment/shows. These requests must have permission from the Parks & Recreation Department. Facility request forms are available at the Parks & Recreation Office.
- It is prohibited to use off road vehicles such as Motorcycles and ATVs for recreational purposes or transportation in City parks. Violators will be prosecuted.
- Please help keep our parks clean. Place all garbage in designated receptacles.
- *Pet waste transmits disease in humans, especially children. Leash-curb and clean up after your pet.*

All groups and organization who wish to use the athletic fields such as baseball diamonds, softball diamonds, football fields, and soccer fields must schedule their event in advance at the Parks & Recreation Office. Priority will be given to Parks & Recreation/Goodwin Community Center Programs. Facility request forms are available on a first come, first serve basis.

Permits for group picnics at park locations should be obtained at the Parks & Recreation/Goodwin Community Center Office. Space is available on a first come, first serve basis.

Claremont Parks are for the use and enjoyment of Claremont residents and the general public. Please help us keep our parks a clean and safe place for you and your family. Please notify the Claremont Police Department if you see any violations of the above park rules and regulations. Help keep our parks safe and clean!

All violators of the above park rules will be prosecuted by the Claremont Police Department.