

Webster Park Reservation Application

Available Park Hours are from 8:00 am to 9:00 pm

Date of Event: _____ Activity: _____

Name: _____ Telephone: _____

Address: _____

Total number of Attendees: _____ (approximate) **Adults:** _____ (approximate) **Children:** _____ (approximate)

Hours Requested: _____ **Arriving Time:** _____ **Departing Time:** _____

Check (ALL) Facilities Wanted:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Small Pavilion & Horseshoe Pit* | <input type="checkbox"/> Band Stand | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Large Pavilion & Horseshoe Pits* | <input type="checkbox"/> Rest Room | <input type="checkbox"/> Bean Hole Pits |
| <input type="checkbox"/> Ball Field | <input type="checkbox"/> Electricity | <input type="checkbox"/> Flood Lights - additional fee for usage |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Water | |

***** No Horseshoes provided *****

Exemption Requests: _____ **Granted** **Denied** **Police Approval**

Alcoholic Beverages, where _____
 # of People Attending _____
 (Pending approval from the Epsom Police Department)

Police Detail Required with Alcoholic Beverage use request with a minimum 4 hour fee of \$_____ due at time of reservation request with additional hourly rate the day of event to be paid prior to leaving park. Rate is \$_____ per hour.

Reason for Exemption _____

We would like to thank you for your interest in reserving the Webster Park Facility.
The Park fees are as follows:

	<u>Epsom</u> <u>Residents</u>	<u>Non-Epsom</u> <u>Residents</u>	
Basic Reservation Fee: Small Pavilion	\$35.00	\$70.00	
Basic Reservation Fee: Large Pavilion	\$50.00	\$100.00	
Ball Field	\$25.00	\$50.00	Additional fee
Band Stand	\$30.00	\$60.00	
Concession Stand	\$25.00	\$50.00	Additional fee
Gazebo	\$10.00	\$20.00	Additional fee
Commercial Events	\$75.00	\$150.00	Per Day
Adult Ball Teams	\$35.00	\$70.00	Per Day
Police Detail	\$_____	\$_____	Per Hour

Epsom Resident Name: _____ **Telephone:** _____

Please Print Resident's Name Clearly

Mail Check(s) and completed Reservation Slip with Insurance Certificate to Town of Epsom.
Please remember to complete page 2 of 2 of this form and sign . Your copy of the reservation slip must be with you on the day of your event.

Requirement for Webster Park

- (1) **Certificate of Insurance: \$250,000.00 minimum for liability** is required from all renters prior to the event.
Certificate holder to read: **Webster Park Commission, Town of Epsom, Epsom, NH 03234**
- (2) **Alcoholic Beverage use: must be noted on your Certificate of Insurance when being used at your event.**
- (3) Before using the park, report any damage you may find so you will not be held accountable for it.
- (4) Place trash bag in containers and dispose of trash in dumpster by playground . Webster Park is a carry in/out park.
- (5) See that driving and parking is done only in the designated places.
- (6) Return all property belonging to the park to its proper place and lock everything that has a lock on it.
- (7) Turn off all water faucets and the main electrical switch, after your event or function has concluded.
- (8) **Domestic Animals are NOT ALLOWED** in the park.
- (9) **Driving on the grass is prohibited unless generally, or specifically authorized by the commission.**
- (10) Reservation forms requesting Alcoholic Beverage use, must be completed and returned to the Reservations Manager 4 weeks in advance of the event. (minimum)
- (11) **Police Detail is required for any and all Alcoholic Beverage use; or any event deemed to require police presence by the Police Chief.**
- (12) Webster Park Playground is available for all and can not be reserved.
- (13) **The Reservation fee and Police detail fees (need to be separate checks) will be required at the time this reservation form is filled out. Make check(s) payable to: Town of Epsom**

The Town of Epsom and its Board of Park Commissioners require that the person named on the application supervise all activities described herein at all times. The applicant is responsible to obtain all additional licenses and permits from the appropriate agencies including the Epsom Fire Department and the New Hampshire Liquor Commission when required. The applicant acknowledges that he/she shall Indemnify the Town and its Boards, and hold them harmless, from any claims by third parties arising as a result of their conduct or the conduct of the persons in their party incident to the activities held at the park. He/she further warrants to reimburse the Town for all damages caused by them or any person in their party. This document does not in any way purport to supersede provisions of the New Hampshire Law.

Upon signing this reservation form you are agreeing to the above requirements for Webster Park.

Responsible Party: _____ Date: _____
(must be 18 years of age) (signature)

Epsom Police Dept: _____ Date: _____
(signature)

Park Reservation Manager: _____ Date: _____
(signature)

Comments: _____

Date Received: _____ Police Detail Deposit: _____ Amount Paid: _____ Check #/Cash: _____