



## Webster Park Reservation Policy

The purpose of this Policy is to clearly define the procedures and requirements for the reservation of Webster Park (Park). The Town of Epsom (Town) reserves the right to modify this Policy and, through the Epsom Parks and Recreation Commission (Commission), develop subsequent procedures and requirements to properly safeguard Webster Park as well as the patrons who reserve the use of the Park.

**Scheduling:** Webster Park will be available for reservation starting May 1st and ending October 31st; however, this is subject to change based on weather conditions. Town events will take precedence over private individual or organization use. The Park will be available for reservation on a first-come, first-served basis to those who have submitted all required paperwork and fees. The Park is open from sunrise to 9:00 PM.

**Parks and Recreation Commission Ordinance (Ordinance):** The Ordinance will apply to all Park reservations and should be reviewed by the Applicant prior to submitting an application, and shall be followed during the event in which the Park has been reserved. The Ordinance can be found on the [Town website](#) or by request at the Town Office.

**Fees:** Rental fees apply; please refer to the [Webster Park Reservation Application](#) for the fee schedule found on the Town website or obtained at the Town Office. The reservation application fee and any required police detail fees must be paid separately. Refer to the Police Detail section for more information.

**Reservation Application:** Any person who wants to reserve the Park, or a portion of the Park, must submit a Reservation Application, which can be found on the Town website or at the Town Office. When it is submitted, the event date will be tentatively held by the Commission for the Applicant. Once all required documents and payments have been received and the Commission approves the Application, the event will be officially reserved and added to the [Park calendar](#). The Applicant will be notified by mail that the date has been either officially reserved or the application has been denied.

Reservation applications should be completed and submitted to the Town Office, with fee(s) and a Certificate of Insurance, thirty (30) days in advance but no less than fourteen (14) days before the requested event date. Reservation applications requesting a waiver of any section of the Park Ordinance must be completed and submitted to the Town Office, with fee(s) and Certificate of Insurance, forty-five (45) days, but no less than thirty (30) days in advance of the requested event date. Applications received after these required submission deadlines may be considered but are not guaranteed due to reduced processing time.

The Applicant (21 or over) is the responsible party and must be onsite for the duration of the event. **The Applicant should retain a copy of their approved Reservation Application with them during the event as proof of reservation.**

**Police Detail:** A police detail will be required for any event the Chief of Police determines is necessary. The Town will submit all reservation applications to the Police Department for review prior to application approval by the Commission.

Applicants will be contacted if the Department has deemed a police detail is required. If one is deemed necessary, a separate check is then required for any police detail fees. The fees are assessed by the Epsom Police Department at a minimum of four (4) hours at a cost of \$368. This minimum fee is due prior to reservation approval by the Commission. If the event exceeds four (4) hours, an additional hourly rate of \$92 is due, which must be paid by check on the day of the event to the officer on duty.



**Alcohol:** Per Commission Ordinance, “No person may possess any container of an alcoholic beverage with the seal broken on the premises...” Any event that wishes to have alcohol must follow the procedure outlined within this policy under the section title ‘Ordinance Waiver Request.’

**Ordinance Waiver Request:** Any applicant wishing to request a waiver from any part of the [Epsom Parks & Recreation Commission Ordinance Pertaining to Webster Park & Short Falls](#) must do so via writing detailing which section(s) of the Ordinance they wish to have waived along with detailed reasons and justification for the request. They must also include the nature and scope of the activity they are proposing to host at the park, i.e., the extent of expected and type of alcohol consumption, number of dogs on the premises, etc. Waiver requests must be submitted to the Town Office, forty-five (45) days, but no less than thirty (30) days in advance of the requested event date. Applications received after these required submission deadlines may be considered but are not guaranteed due to reduced processing time. Ordinance waiver requests will be reviewed and either approved or denied by the Commission before the application is reviewed by the Chief of Police.

**Certificate of Insurance (COI):** The Applicant will procure, at their expense, comprehensive General Liability Insurance with coverage of \$1,000,000 per occurrence with the Town of Epsom, 1598 Dover Road, Epsom, NH 03234, shown as the Certificate Holder and as an additional insured. The Applicant and the insured must be the same person or entity. Any event that receives approval by waiver request to have alcoholic beverages must also carry Liquor Liability on their policy. Applicants who fail to provide a COI with these requirements will be denied a reservation.

**Food:** Events that include food vendor(s), mobile food unit(s), or homestead food operation(s) must complete the Food Vendor Application found on the [Town website](#) or at the Town Office. The form must be submitted with the Reservation Application and any required ServSafe documentation.

**Raffles:** Events that include a raffle must complete the [Raffle Request Form](#), which can be found on the Town website or at the Town Office. It must be submitted with the Reservation Application. The Board of Selectmen must approve raffle requests.

**Damages:** Before use of the Park, document and report any damage you find to the Town Office prior to the start of your event (leave a voicemail or send an email if it is outside of business hours). Damage must be reported to the Town office within twenty-four hours, or the next business day. Damage to Park property during the event, even if accidental, will be the responsibility of the Applicant, and the cost of labor and materials to repair the damage will be billed to them. Unpaid costs issued for damages billed to the Applicant may result in legal action and will disqualify them from future reservations.

**Trash:** Applicants who have received approval for a reservation of the Park are allowed to dispose of trash resulting from the event in the dumpster located near the playground. At all other times, the Park is considered carry-in carry-out.

**Cleaning:** All renters are required to leave the facility in the same condition in which it was found. All Park property must be returned to its proper place. A fee of \$50 per hour of labor incurred by the Town will be assessed for any additional cleaning due to failure of the Applicant to thoroughly inspect and clean the area of use after their event. Unpaid fees billed to the Applicant may result in legal action and will disqualify them from future reservations.

**Restroom, Water, and Electric:** If paid for, a member of the Commission will open the flushable restrooms and turn on the water and electricity prior to the start time of the event. At the end of an event, Applicants must shut off the water at any outside spigots and, if applicable, at the spigot outside the concession stand. If the concession stand has been used, lights should be shut off, and the door must be locked when exiting the building. A member of the Commission will shut down the utilities at the main supply at the end of the event.



**Driving and Parking:** Driving and parking are only allowed in the designated areas. Driving on the grass is prohibited unless specifically authorized by the Town. Applicants must specify on the application if they are requesting permission to drive on the grass.

**Cancellations and Refunds:** A notice of cancellation and refund request must be received by the Town Office ten (10) days in advance of the reservation date. Refunds will be mailed to applicants.

**Rain Date:** If needed, a rain date must be requested with the initial reservation. The rain date fee is 50% of the reservation cost and is non-refundable if the rain date is not used. Cancellation of the reservation will also include cancellation of the rain date.

**Denied Applications:** The Town of Epsom reserves the right to decline applications for the following reasons:

- The Park has already been reserved.
- It has been determined that the event is not viable or reputable.
- If the event would cause unnecessary wear or damage to the Park or cause other logistical problems to the facility or to adjacent properties.
- Political activities, including campaigning, to avoid public perception of the endorsement by the Town of any political party or campaign.
- The event is deemed not to be in the best interest of the Town of Epsom.

**Miscellaneous Regulations:**

- The playground and the swimming area (known as Short Falls) are available for all and cannot be reserved.
- No Applicant may imply or state in its publicity that the Town has sponsored or supports their event.
- The Town of Epsom is not responsible for the safety of any personal property brought onto the Park premises.
- Domestic animals are not allowed except per the Park Ordinance unless written permission is received from the Commission.
- Failure to comply with this policy and its procedures and requirements may cause cancellation of a reservation and forfeit the use of the Park in the future. Reservations are revocable at any time for any violation of Policy, Ordinance, or State Law.

Epsom Select Board – Approved 4/1/2024