

# Webster Park Reservation Application

Park Hours: Sunrise to 9:00 PM

**Event Information:**

Name of Event: _____ Date of Event: _____	
Description of Event: _____	
Applicant Name*: _____ Email: _____	
Applicant Home Address: _____	
Phone: _____ Does this phone number accept text messages? Y or N	
<b>*Applicant is the responsible party and must be onsite for the duration of the event.</b>	
<b>Attendees</b>	
Total Number: _____ Children: _____ Adults: _____	
<b>Time</b>	
Arrival/Set Up Time: _____ Event Start Time: _____ End/Clean Up Time: _____	
<b>Rain Date</b> (The rain date fee is 50% of the reservation fee and is non-refundable if unused.)	
Do you wish to schedule a rain date? Yes _____ No _____ Proposed Date: _____	
<b>Vehicle Access</b>	
Will your event require vehicle access to the fields? Yes _____ No _____	

**Requested Facilities Information:** Epsom Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Check all Applicable Items	↓ Epsom Resident Fee	↓ Non-Resident Fee
Basic Reservation: Sm. Pavilion	\$35	\$70
Basic Reservation: Lg. Pavilion	\$50	\$100
Large Concession Stand	\$50	\$100
Band Stand / Stage	\$35	\$70
Gazebo	\$10	\$20
Ball Field	\$25	\$50
Horseshoe Pits*	\$20	\$40
Water & Restroom	\$5	\$10
All Reservable Facilities	\$225	\$450
Electricity	\$25	\$25
Flood Lights (additional usage fee)	\$20	\$20
Bean Hole Pits*	\$0	\$0
Police Detail (4-hour minimum)**	\$386**	\$386**
Police Detail (over 4-hour min)	\$92 per hour # of Hrs:	\$92 per hour # of Hrs:
<b>Total Fees</b>	<b>\$</b>	<b>\$</b>

\*Horseshoes, wood, and other materials are not provided by the Town of Epsom.

**\*\*Per the reservation policy a police detail is required for any event deemed necessary by the Chief of Police.**

**Food & Raffles:**

1. Will food vendor(s), mobile food unit(s), or homestead food operation(s) be on site? If yes, submit a Food Vendor Notice Form.	Yes _____	No _____
2. Will the event include a raffle? If yes, submit a Raffle Request Form.	Yes _____	No _____

**Waivers:**

Are you requesting a waiver of any section of the Epsom Parks and Recreation Ordinance? If yes, follow the Webster Park Reservation Policy procedure regarding waiver requests.

Yes \_\_\_

No \_\_\_

**Terms and Conditions: PLEASE READ**

- Insurance Requirements: All applications must be accompanied by a Certificate of Insurance. Please refer to the Webster Park Reservation Policy for complete details.
- Police details are required for any event deemed necessary by the Chief of Police. Police Detail Fees must be paid via a separate check and must be received before final approval can be granted.
- The Reservation Fee is due at the time the application is submitted. Your application will not be considered complete without payment. Make checks payable to: Town of Epsom.
- The Applicant listed must be onsite for the duration of the event and may be asked to present this approved application on the day of the event (as proof of reservation.) Please be sure to have a copy with you for the duration of the event.
- The playground, swimming areas, and small concession cannot be reserved.
- Park Commission staff will prepare the Park before your event to ensure it is ready for your arrival.

The Town of Epsom and the Webster Park Commission require the person named on the Application to supervise all activities described herein at all times. The Applicant is responsible for obtaining all additional licenses and permits from all appropriate agencies, including the Epsom Fire Department, NH Liquor Commission, and NH Dept. of Health and Human Services, when required. The Applicant shall protect, indemnify, save, defend and hold harmless the Town of Epsom, including its officials, agents, volunteers and employees, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which indemnified parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this agreement or the activities of the Applicant or its agents, employees, guests, vendors, contractors, subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of indemnified parties.

Upon signing this Application, you are agreeing to the above Terms and Conditions, and verifying you have read, understand, and agree to the Webster Park Policies and Ordinances:

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Office Use Only:**

**Application Status:** Approved \_\_\_ Declined \_\_\_ Reason: \_\_\_\_\_

Police Department Approval	Name:	Signature:
Police Detail Required	_____ Yes _____ No	
Police Department Deposit Paid	\$ _____	_____ Cash / Check # _____

Application Received by Town Office	By:	Date:
Reservation Amount Received	Amount: \$	Cash/Credit// Check #
Certificate of Insurance Received	_____ Yes _____ No	Date:
Liquor Liability w/Ins. Policy?	_____ Yes _____ No _____ N/A	
Completed Waiver Letter Received	_____ Yes _____ No _____ N/A	Date:
Completed Raffle Form Received	_____ Yes _____ No _____ N/A	Date:
Completed Food Vendor Form Received	_____ Yes _____ No _____ N/A	Date:
Park Commission Approval Received	Signature:	Date:
Copy of Application sent to Applicant	_____ Yes _____ No	Date:
Copy sent to Epsom PD & Parks Commission	_____ Yes _____ No	Date:

