

**TOWN OF MEREDITH  
PUBLIC WORKS DEPARTMENT**

347 Daniel Webster Highway, Meredith, NH 03253

603-279-6352

e-mail: [mbennett@meredithnh.org](mailto:mbennett@meredithnh.org)

*Either e-mail form or drop it off at the DPW Office*

**FACILITY USE PERMIT**

Name of Organization \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s): \_\_\_\_\_

**FACILITY REQUESTED**

\_\_\_\_\_ Hesky Park  
\_\_\_\_\_ Hesky Park Picnic Pavilion  
\_\_\_\_\_ Town Docks Parking Lot  
\_\_\_\_\_ Scenic Park  
\_\_\_\_\_ Clough Park  
\_\_\_\_\_ Bandstand  
\_\_\_\_\_ Gazebo on Boardwalk\*

\_\_\_\_\_ Town Docks  
\_\_\_\_\_ Plymouth Street Parking Lot  
\_\_\_\_\_ Community Park (Main Street)  
\_\_\_\_\_ Water Street Parking Lot  
\_\_\_\_\_ High Street Parking Lot  
\_\_\_\_\_ RT 3 Parking Lot by Bootleggers  
\_\_\_\_\_ Solid Waste Facility  
\_\_\_\_\_ Waukegan Park  
\_\_\_\_\_ Other: \_\_\_\_\_

*\*( Use of boardwalk gazebo only-*

*NOT Church Landing lawn/grounds)*

*\*Number of people on gazebo limited to 10 people*

**Scheduling Priorities by Type of Organization (Please Check one)**

\_\_\_\_\_ #1 Town of Meredith  
\_\_\_\_\_ #2 Meredith Non-Profit  
\_\_\_\_\_ #3 Private Meredith Resident\*\*  
\_\_\_\_\_ #4 Meredith For Profit\*\*

\_\_\_\_\_ #5 State of NH/Federal Agency  
\_\_\_\_\_ #6 Non-Meredith Non-Profit  
\_\_\_\_\_ #7 Private Non-Meredith Resident\*\*

*\*\* FOR Profit Events NOT allowed in Hesky, Scenic, Clough, Town Docks, Gazebo, Bandstand or Town Docks parking lot*

*\* Certificate of Insurance must be submitted with Application*

**Do you request to place any of the following items on site?**

\_\_\_\_\_ sign (size \_\_\_\_\_ quantity \_\_\_\_\_) Other: \_\_\_\_\_  
\_\_\_\_\_ booth (size \_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ banner \_\_\_\_\_  
\_\_\_\_\_ tent/trailer (size \_\_\_\_\_) SEE RULES BELOW ABOUT TENT TYPE/FASTENERS\*\*

**PROGRAM DESCRIPTION**

DESCRIPTION: \_\_\_\_\_

CONTACT PERSON/PHONE #: \_\_\_\_\_

Number of People expected: \_\_\_\_\_ Approx # of Cars to be parked: \_\_\_\_\_

Will it be open to the public? \_\_\_\_\_ Are there an admission charge? \_\_\_\_\_

**Do you request the use of any of the following?**

\_\_\_\_\_ **electric** (a fee may be charged for exceptional electric usage)  
\_\_\_\_\_ **water** (a fee may be charged for exceptional water usage)  
\_\_\_\_\_ **rest room** (a fee may be charged for portable restrooms)

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(additional fees may be charged depending on services requested)*

## FACILITY USE PERMIT

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### Rules/Regulations for Facility Use

Signs may not be hung for more than seven days. All requested items listed on first page of form must be removed the day after your event unless otherwise specified and approved. We reserve the right to remove any items not removed in time specified and to charge for removal.

**\*\*ALL TENTS MUST BE FIRE RETARDANT and be visibly tagged by manufacturer as such. Tents erected only in location approved by the Public Works Buildings and Grounds Operations Manager or his designee. NO SPIKES, STAKES or other in ground fasteners for tents allowed, only above ground weights/fasteners. Town reserves the right to bill for any damages to the underground electric or irrigation by any of these items. NO vehicle traffic of any kind is permitted on the grass areas of the park grounds without special written permission from the Public Works Operations Manager. The Town reserves the right to bill your organization for any damage resulting from vehicles on town property grass areas.**

All town facilities use are issued by permit and all user groups must have a signed copy of this permit in hand during course of the scheduled event.  
No alcoholic beverages allowed on ANY town property.

### STATEMENT OF LEGAL RELEASE

I/We \_\_\_\_\_ of the \_\_\_\_\_ agree to indemnify and hold harmless the Town of Meredith, it's Public Works Department officers and employees and all volunteers, from any and all claims for personal injuries, property damage, defense costs, and any other claims whatsoever arising out of my/our use or occupancy of these town facilities. I/We agree to assume any and all responsibility for the use of these facilities by me/us or by any third party or person that I/We permit to use the facilities.

I/We will insure that all facilities are cleaned, left in good order prior to leaving the facility site and I/We will immediately report any damages whatsoever observed during the course of my/our use or occupancy of the facility. I also agree to provide a certificate of insurance, detailing coverage and expiration dates forwarded to the Town of Meredith Public Works Department prior to the event date.

I have read and agree to the above information and rules and understand it in full. I also understand that these rules are strictly enforced.

\_\_\_\_\_  
Contact Person

DATE: \_\_\_\_\_ Phone: \_\_\_\_\_  
for contact person

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Mailing Address

Additional Information Required: \_\_\_\_\_

### FACILITY USE APPROVAL/CONDITIONS

\_\_\_\_\_ Insurance Coverage Received

\_\_\_\_\_ Request Granted \_\_\_\_\_ Request Denied

Conditions: \_\_\_\_\_

Paul Ristaino, Public Works Operations Manager PW Office phone: 279-6352

If emergency after hours call 279-4561 police dept and ask them to get in touch with Paul Ristaino