

**The Town of Gorham, NH
Parks & Recreation Department**
33 Exchange Street, Gorham, NH 03581 ~ (603) 466-2101 ~ jstewart@gorhamnh.org

APPLICATION FOR USAGE – GORHAM PARKS & RECREATION BUILDING

Date of Application ____ / ____ / 2017

Name of Organization _____

Contact Person _____

Address _____

Phone # _____ Email _____

Date of event	Event start time	Event end time	Time building will be opened	Time building will be closed

Additional Notes _____

Type of Activity _____

Expected Number of participants? _____

Will food be served? Y / N

Will there charge for admission? Y / N

If Yes, how much? _____

Is this event a fundraiser / charity? Y / N

Is this a “for-profit” event? Y / N

Who will be responsible for the key / building? _____

(must be present during entire event)

The building is equipment with a limited number of chairs and tables. Please describe what if any you intend to use and if applicable what type of set-up is required for event

The building is equipment with a large screen TV / DVD as well as audio (Radio / DVD) equipment. Please describe what if any of these devices you require for your event

APPLICATION FEES & NOTES:

Meetings (non-profit) – No fee

Workshops / Classes (non-profit / charity) – No fee

Recurring Classes (for profit) – (ex. Yoga, Zumba) – No set up, no food or materials \$5.00 / class

Minor Events (for profit) – (ex. yard sale, dance, etc.) – Base fee \$25.00 + \$5.00 / hour

Major Events (for profit) – (ex. wedding, potluck, etc.) – Base fee \$50.00 + \$5.00 / hour

Staffing Required – If chaperones will not be present, add \$30.00 / hour + other fees listed above

*****For-profit classes that involve physical activity must provide a copy of their certificate of insurance*****

I hereby understand that I am responsible and liable for any damages that may occur to either the building or the grounds from the above activity. Any damage I notice prior to our use will be reported to the Events Coordinator. Restitution will be made to ensure the continuance of the use of the facility. I have read, understand, and agree to the terms and costs associated with use of the Gorham Parks & Recreation Building as outlined above. Signing this form acknowledges that you have read and understood the guidelines.

Person(s) Responsible for Activity _____ Date _____

Please return this form and a 50% deposit of fees (if applicable) to:
Gorham Parks & Recreation Department
33 Exchanges Street, Gorham, NH 03581

Please direct questions to Jeff Stewart Phone: (603) 466-2101 Email: jstewart@gorhamnh.org

***PLEASE NOTE – YOUR APPLICATION IS NOT BE RESERVED UNTIL APPROVED (you will be notified).
Events may, at times, be preempted by a town function or emergency.***

(Parks & Recreation Dept Use Only)

Date Paid _____ / _____ / 2017

Method of Payment: Check # _____ Cash _____

Deposit Page # _____