



Town of Center Harbor, Parks & Recreation  
36 Main Street, PO Box 140, Center Harbor, NH 03226  
P: 603-253-4561 F: 603-253-8420 E: [parksandrecreation@centerharbornh.gov](mailto:parksandrecreation@centerharbornh.gov)

#### FACILITY REQUEST APPLICATION

Bandstand	Baseball Field	Basketball Court	Beach
Beach Pavilion	Ice Rink	Tennis Court	Morrill Park
Municipal Building Grounds	James E. Nichols Memorial Library Grounds	Town House	

Boat Launch (Vehicle/trailer parking is on a first-come/first-served basis)

Name of Applicant:

Organization:

(if applicable)      Civic      Not for Profit      For Profit      Religious      Private  
Other

Mailing address:

Street address:

Telephone:      Cell:      Email:  
Emergency contact name:      Emergency contact phone:

*Application must be submitted at least 14 days prior to requested date*

1<sup>st</sup> requested date:      Alternate requested date:      Time from:      To:

Estimated number of people attending:

Type of activity that will take place:

#### Fee Schedule:

Band Stand: \$50

Center Harbor Town Beach and Beach Pavilion: No charge (Use restricted to Center Harbor and Moultonborough residents, property owners and guests ONLY)

Ice rink: No charge      Basketball court: No charge      Tennis court: No charge      Baseball field: No charge

Fire Station: No charge      Morrill Park: No charge      Municipal Building grounds: No charge

Nichols Memorial Library grounds: No charge      Town House: No charge

Boat launch (Fishing tournaments) \*: \$25 per boat/per launch (Year-round)

\*Memorial Day through Labor Day there shall be NO tournaments on weekends. A limit of ten (10) boats mid-week with the exception of the 4<sup>th</sup> of July, where there shall be NO tournaments. Parking is first-come, first-serve and is limited to NO more than twenty-five (25) vehicles.

Additional fees, if applicable; Special detail rates:

Police Department: \$55 per hour Fire Department: \$55 per hour

Lifeguard rates: \$16 per hour. A minimum of two (2) lifeguards will be required.

Bandstand electricity: TBD Bandstand chairs: TBD

**Insurance requirements:**

A certificate of insurance, naming the Town of Center Harbor as an additional insured will be required at the time of application submission. The minimum insurance coverage is \$1,000,000 per occurrence and \$2,000,000 aggregate.

Alcohol: Alcohol is not allowed.

Statement of legal release:

I/We, \_\_\_\_\_ of the \_\_\_\_\_ agree to hold harmless the Town of Center Harbor, Parks & Recreation Department, staff, volunteers and instructors for accidents that may result for the entire program/event. The requesting organization assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damage.

No vehicle traffic is permitted on the grass areas of park grounds without special request. The Town of Center Harbor reserves the right to bill your organization for any unforeseen expenses or damages to our property.

I have read the above information and understand it in full. I understand that the policies are strictly enforced.

I understand the Town of Center Harbor and the Center Harbor Parks & Recreation Department reserves the right to approve or not approve any facility request. Town of Center Harbor sponsored functions will have priority over any other functions.

Signature of applicant

Date

Official use only:			
Approved: _____	Denied: _____		
Fees:	<u>Type of fee</u>	<u>Fee</u>	<u>Type of fee</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Total fee		_____	Checks should be made payable to "The Town of Center Harbor"
By:	Town of Center Harbor Parks & Recreation		Date
By:	Town of Center Harbor Board of Selectmen		Date
Copy:	Town of Center Harbor Police Department		Town of Center Harbor Fire Department
	Town of Center Harbor Department of Public Works		