



Meredith Parks and Recreation Department

One Circle Drive
Meredith, NH 03253
Phone: (603) 279-8197
www.meredithnh.gov
[Email: parksnrec@meredithnh.gov](mailto:parksnrec@meredithnh.gov)

Permits must be submitted a minimum of two weeks prior to the requested reservation date.

Outdoor Facility Use Permit

Name of Organization: _____ Contact Person: _____

Phone: _____ Cell Phone: _____ Email Address: _____

Physical Address: _____

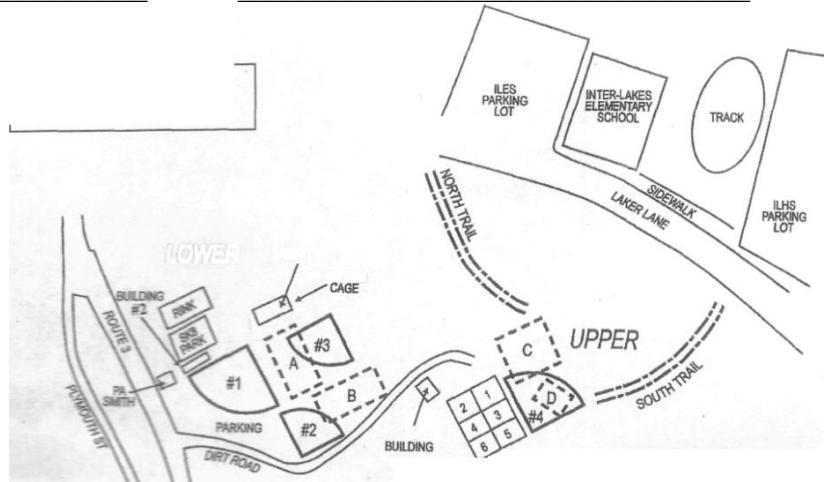
Mailing Address (if different from physical): _____

Date(s) Requested: _____ Time: _____

Please select the space(s) you wish to reserve:

Lower Prescott Park:

- Ball Field #1 (Little League, with fence)
- Ball Field #2 (Little League, without fence)
- Ball Field #3 (90' and 60' bases, next to batting cage)
- Soccer Field A (Next to basketball court)
- Soccer Field B (Next to dirt road)
- Batting Cage



Upper Prescott Park:

- Ball Field #4
- Soccer Field C (Regulation Size)
- Soccer Field D (Youth Size)
- Tennis Courts (check applicable courts):
 1 2 3 4 5 6
- Pickleball Courts (check applicable courts):
 1 2 3 4 5 6 7 8 9 10 11 12

Program Description: _____

Number of people expected: _____ Approximate number of cars to be parked: _____

Will it be open to the public? _____ Are participants/ spectators charged admission? _____

Do you request to place any of the following items on site? Sign - size: _____ Banner - size: _____

Booth - size: _____ Trailer - size: _____ Tent - size: _____ Other: _____

*Note: Signs may not be hung for more than 7 days. All requested items listed above must be removed the day after your event unless specified otherwise. We reserve the right to charge for the removal of any of the above-mentioned items that are not removed by the specified date on this permit.

Do you request the use of any of the following? Water Electricity Restrooms (if available) Other: _____

*Note: a fee may be charged for exceptional utility usage

Additional Comments from Applicant: _____

Beaches and Parks:

| | |
|---------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Waukewan Highlands | <input type="checkbox"/> Waukewan Beach |
| <input type="checkbox"/> Swasey Park | <input type="checkbox"/> Child's Park |
| <input type="checkbox"/> Leavitt Beach | <input type="checkbox"/> Circle Drive Park |

Please Take Notice:

- Permits may only be approved for reservations up to 6 calendar months in advance.
- Alcohol and tobacco products are not permitted on town property.
- Applicant must submit permit a minimum of two weeks prior to requested date.
- A cancellation fee equal to 50% of the rental fee will be assessed to the permit holder if cancellation occurs less than 48 hours prior to the event. No call, no show will void permit and forfeit entire payment.
- Any additional requests or changes to the signed permit must be approved by Parks and Recreation Administration.
- Once the permit is approved, you will receive an email confirmation with the approved permit.

- Upon confirmation, payment must be made. Payment must be received one week prior to the event or permit is subject to being voided.
- Incomplete permits will not be accepted.
- All 501C3 Non-Profit organizations must provide 501C3 declaration letter each calendar year to receive non-profit fee rate.
- All non-profit organizations not classified as a 501C3 will be considered a Private Meredith Resident or Private Non-Meredith organization.
- All organizations must provide a copy of the organization's certificate of insurance when submitting permit.
- Priorities of bookings are scheduled based upon category # 1-7.

Please write your category number based on the chart below: * _____

HOURLY RATES BY ORGANIZATION TYPE

| | #1 Town of Meredith | #2 Meredith Non-Profit | #3 Private Meredith Resident/ Organization | #4 Meredith for Profit | #5 State/ Federal Agency | #6 Non-Meredith Non-Profit | #7 Private Non-Meredith/ Organization |
|-------------------------------------|---------------------|------------------------|--------------------------------------------|------------------------|--------------------------|----------------------------|---------------------------------------|
| Athletic Field | \$0 | \$0 | \$15 | \$20 | \$20 | \$20 | \$25 |
| Athletic Field w/ Lights | \$0 | \$0 | \$20 | \$25 | \$25 | \$25 | \$35 |
| Leavitt/ Waukewan Beach | \$0 | \$0 | \$15 | \$20 | \$20 | \$20 | \$25 |
| Tennis/ Pickleball Courts | \$0 | \$0 | \$15 | \$20 | \$20 | \$20 | \$25 |
| Tennis/ Pickleball Courts w/ Lights | \$0 | \$0 | \$20 | \$25 | \$25 | \$25 | \$35 |
| Skating Rink (Child's Park) | \$0 | \$0 | \$20 | \$25 | \$25 | \$25 | \$35 |

Statement of Legal Release

I/We _____ of the _____ agree to hold harmless the Town of Meredith, Parks and Recreation Department, commissioners, staff, volunteers, coaches, 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 damages. No vehicle traffic is permitted on the grass areas of park grounds without special request. The Town of Meredith reserves the right to bill your organization for any unforeseen expenses or damages to our property. NO alcoholic beverages are permitted on town property.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND IT IN FULL. I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.

Signature of Authorized Agent

Date

Special Notes:

For Office Use Only:

Request Granted
 Request Denied
 Conditional Approval/ As Amended
 Additional Information Required

Parks and Recreation Administration

Date

Administrative Comments:

Rental Charge: \$ _____
Utilities Charge: \$ _____
Total Balance Due: \$ _____
Fee Paid: \$ _____