



LITCHFIELD RECREATION COMMISSION

2 LIBERTY WAY LITCHFIELD, NH 03052

http://www.litchfield.mv.com/commision/recreation_all.html

PHONE: (603) 886-5003 FAX

APPLICATION FOR TALENT HALL USAGE

Application is hereby made for the privilege of using Talent Hall.

When unattended, Talent Hall must be locked with the security alarm activated.

A RESPONSIBLE PARTY MUST BE PRESENT AT ALL TIMES WHILE HALL IS UNLOCKED AND/OR OCCUPIED.

****Note: To avoid conflict and confusion with other groups as well as our scheduled maintenance please allow for set-up and clean-up time if necessary; your group will be expected to arrive and/or depart at the time we have scheduled for you.**

Beginning on (date) ___/___/___ and Ending on (date) ___/___/___

Day(s) (please circle) All Sun Mon Tue Wed Thu Fri Sat

From ___ (am/pm) to ___ (am/pm)

for the purpose of: _____

On behalf of _____ PROFIT / NON-PROFIT
(Organization/Individual)

Officers or chief representative: _____

Number of persons expected to participate: _____ Number of tables/chairs _____

Percent of participants that are Litchfield residents 0% 1-49% 50-99% 100%

Food/Beverage served? Yes / No Is there any group related admission fee? Yes / No

Is there any other type of fundraising taking place? Yes / No

If yes please explain: _____

Funds raised will be used for _____

(PRINT) (Contact person) _____

Address: _____

E-Mail Address: _____

City/Town: _____

Alt: Contact #: _____

Telephone: _____

Fax #: _____

In consideration for allowing the rental and/or use of town facilities and in full recognition of the commission's fiduciary responsibility to protect owned property and assets, the Lessee hereby covenants and agrees at all times to indemnify and hold harmless the Town; its commission officers and it's employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of these rental premises and all Town facilities, by the Lessee, it's officers, employees, agents, representatives, contractors, customers, guests, and invitees.

RULES AND REGULATIONS GOVERNING USE OF RECREATION FACILITIES

The Litchfield Recreation Commission is pleased to cooperate and to extend to the public the use of its facilities. In return, the Commission expects the property to be respected and protected from any damages. This form explains the rules and regulations under which its use is made possible and to clarify the responsibilities of the individual or organization utilizing public facilities.

Application for the use of the facilities shall be made at least two (2) weeks in advance of the date on which the use of the facilities is desired.

1. Safety must be everyone's number one priority! In the event of inclement weather and/or adverse conditions, it is the responsibility of your organization to ensure the safety of the people attending your event. If any of the building walkways are obstructed by snow or ice the building must not be occupied. All organization members that will be in charge of the activity must read our Building Safety Guide, and a signed copy must be on file with your organization. Any dangerous or potentially dangerous situations must be reported to the commission immediately.
2. Before and during the event or activity – a member of the organization must perform a safety checklist that must be kept on the premises until the end of the event (including clean-up time) and turned in to the recreation commission at the completion of the event.
3. All attendees must be made aware of security and evacuation procedures while in the hall.
4. All activities must be under competent adult supervision approved by the commission. In all cases, an assigned organization member will be present. The group using the facility will be responsible for any damage to the facility, equipment or surrounding properties.
5. Parking on recreation property is restricted to designated areas. Please make sure that all attendees are aware of parking restrictions both in the park and on the surrounding streets. **AT NO TIME WILL ANY VEHICLE OR EQUIPMENT BE LEFT IN A FIRE LANE .**
6. The applicant must provide a certificate of insurance endorsed to the Town of Litchfield as an additional insured when requesting usage of any town property or building. This certificate must accompany the application. If your organization needs to obtain insurance for this activity – you can submit a special events liability insurance program application through Primex (This is a third party organization that is not affiliated with the town or its organizations) This form is available at the Town Hall, or you can download a copy from our web site. **Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/\$1,000,000 with additional personal injury of \$300,000 AND the Town of Litchfield must be listed as an additional insured.**
7. The applicant must complete a facility Cleanup Checklist ant the end of each day, and must complete a sign-out sheet on the final day of use. A refundable deposit of \$100 may be required to cover cleaning and other costs incurred by the Litchfield Recreation Commission.
8. Organizations must provide trash bags, remove trash from the field, and dispose of all trash in an appropriate manner.
9. In acknowledgment of the Litchfield Recreation Commission's strictly maintained policy against the sale, possession, use, abuse or consumption of alcohol or of controlled drugs as defined bin RSA 318-B: 1, VI, or of a controlled drug analog as defined under RSA 318-B: 1, VI-a, Lessee covenants and agrees to vigorously enforce said policy during the use of the facility and premises by the Lessee, it's officers, employees, agents. Representatives, contractors, customers, guests and invitees. For alcohol to be consumed during the event the organization must complete the alcohol consumption application and this must be improved by the commission in writing.
10. The use of profane or objectionable language and disorderly conduct is prohibited. Those violating such prohibition will be ejected from the premises and could face a fine
11. Organizations or groups using the facilities shall see that all persons are completely out of the hall within the time specified in the approval application.
12. The applicant organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.
13. Any damages to the property or any injury to any person must be reported to the Litchfield Recreation Commission within twenty-four (24) hours of said occurrence.

- 14. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation or geographical residency in Litchfield.
- 15. No solicitation of funds shall be permitted unless first approved in writing by the Commission.
- 16. Fires and Glass containers are prohibited
- 17. The Town of Litchfield does not allow vendors in any of the town parks without prior approval
- 18. The use of this facility is not transferable to another party, or for any use not listed on the application.
- 19. The Litchfield Recreation Commission, at any time, reserves the right to change, amend the foregoing regulations or withdraw any organization or person the privilege of using park facilities, and all within its discretion.

I have read the rules and regulations governing the use of facilities, as stated hereof, and pledge that the organization and/or individuals for which this application is intended will faithfully execute those rules and assume total responsibility in connection therewith.

Signed: _____ Date of Application: ____ / ____ / ____

Print: _____

**Once the form has been completed – Please mail to:
Litchfield Recreation Commission
2 Liberty Way
Litchfield, NH 03052.**

You may also drop this form off at the Town Hall during normal business hours. Your request will be reviewed at the next meeting of the Litchfield Recreation Commission. To expedite the process it is encouraged that someone representing your organization attend the meeting in the event any questions arise.

***** FOR OFFICIAL USE ONLY *****

The above application conforms to the adopted policy of the Litchfield Recreation Department and is hereby approved subject to the following exceptions:

For the dates of: _____

To The following individual/organization: _____

For the following Purpose: _____

Additional Notes/Restrictions:

Officer Certification _____ Date ____ / ____ / ____

Fee Collected \$ _____ Activity put on facility event calendar by _____

Key Code user number _____ key code _____ Activated _____ Deactivated _____