TOWN OF WOODSTOCK
Application and Conditions for Special Event Usage of All Parks

All parks were built and maintained for the use and enjoyment of all Woodstock residents and area visitors. We are proud of our parks and we want everyone to enjoy them.

To use any park for a special occasion this Special Event Usage Form must be sent or delivered to the Town Offices at least a month before the desired usage. These forms are available at the Town Offices or on the Town's website at www.woodstocknh.org. The Selectmen will promptly review the form and make the final decision.

The following rules were adopted to help preserve the beauty of the parks and to serve as guidelines for those using the parks for special events.

1. All applicants are required to fill out the "application and conditions form", pay a $200.00 park usage fee, and provide a certificate of insurance naming the Town of Woodstock as an additional insured. Coverage should include property damage and liability, and must be provided in writing before application to use the park is approved.
2. There are never any alcoholic beverages allowed in any park for any reason.
3. Smoking is not permitted in any park.
4. All tents and other structures need to be free standing. Tents or structures that need to be anchored to the ground cannot be used for any reason.
5. Nothing can be screwed, nailed or otherwise attached into any structures for any reason. Use of string, rope or nylon ties is acceptable as long as they are removed when done.
6. Any trash generated must be removed by the users immediately upon completion of the event.
7. The applicant shall properly clean the area after use, including all usage areas. Do not leave any materials or equipment out.
8. Although the parks can be used for private functions, keep in mind that the parks are open to the public, and others may pass through the park or be in the park at the same time as your event.
9. Anything that can potentially damage the grass will not be allowed. Driving or parking on park property is not allowed for any reason.
10. No pets are allowed at any functions.
11. Noise levels must be within acceptable levels for the in-town locations.
12. No activities or events will be allowed prior to 8 am or after 9 pm.
13. The applicant is fully responsible for making sure that all guidelines are followed. This person is financially responsible for damages that occur as a direct result of that event/activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory clean-up. Any activity in violation of these regulations, Town Ordinances, or NH State Law, is prohibited, and will result in denial of future use.

Event or activity requested: _____ Date of event: _____

Name or person responsible for the event or activity: _____

Mailing Address: _____

Contact phone number (cell phone preferred): _____ Email: _____

Park: _____ How many people expected: _____ Specific hours of event: _____

Set up intended: tents, chairs, barbecue grills, tables, or anything not already there: (example)

_____

_____

_____

Electricity needed? _____ If yes, for what? _____

I have read and I understand the rules and conditions for usage of either of these parks. I assume responsibility for all damages that may occur during this event.

X_____ (must be signed by the person responsible)

Date: _____

Revised 10/20/2015 **Please make checks payable to: Town of Woodstock NH**