

**Town of Center Harbor**  
**Parks & Recreation Department**  
**36 Main Street, PO Box 140**  
**Center Harbor, NH 03226**  
**Town Office (603) 253-4561**  
**Cell (603) 455-1632**  
**Fax (603) 253-8420**  
**chparksandrec@metrocast.net**

**FACILITY REQUEST APPLICATION**

**Bandstand**      \_\_\_      **Beach**      \_\_\_      **Beach Pavilion**      \_\_\_  
**Ice Rink**      \_\_\_      **Basketball Court**      \_\_\_      **Tennis Court**      \_\_\_  
**Baseball Field**      \_\_\_      **Fire Station** \_\_\_      **Morrill Park**      \_\_\_  
**Municipal Building Grounds** \_\_\_      **Nichols Memorial Library Grounds** \_\_\_  
**Boat Launch**      \_\_\_      **Vehicle and trailer parking is on a first-come/first-served basis**

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

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

**Mailing address:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency contact:** \_\_\_\_\_

(name & phone number)

**First choice date that the facility is being requested for:** \_\_\_\_\_

Second choice date that the facility is being request for: \_\_\_\_\_

Time (from – to): \_\_\_\_\_ Estimated number of people attending: \_\_\_\_\_

Type of activity that will take place: \_\_\_\_\_

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**Fee Schedule:**

<b>Band Stand</b>	<b>\$50</b>
<b>Lake Winnepesaukee Beach</b>	<b>No charge. Use restricted to Center Harbor and Moultonborough residents, property owners and guests ONLY.</b>
<b>Boat launch (fishing tournaments)</b>	<b>\$5 per boat/per launch</b>
<b>Basketball court:</b>	<b>No charge.</b>
<b>Tennis court:</b>	<b>No charge.</b>
<b>Ice rink:</b>	<b>No charge.</b>
<b>Baseball field:</b>	<b>No charge.</b>
<b>Beach Pavilion:</b>	<b>No charge. Use restricted to Center Harbor and Moultonborough residents, property owners and guests ONLY.</b>
<b>Dr. Morrill Park:</b>	<b>No charge.</b>
<b>Municipal Building grounds:</b>	<b>No charge.</b>

**Additional fees, if applicable:**

<b>Special Detail rates:</b>	<b>Police Department</b>	<b>\$55 per hour</b>
	<b>Fire Department</b>	<b>\$55 per hour</b>
<b>Lifeguard rates:</b>	<b>\$15.00 per hour. A minimum of two (2) lifeguards will be required.</b>	
<b>Band stand electricity:</b>	<b>TBD</b>	

**Band stand chairs:**

**TBD**

**Insurance requirements:**

**A certificate of insurance, naming the Town of Center Harbor as an additional insured will be required. 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.**

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**Signature of applicant**

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**Date**

**Town of Center Harbor  
Parks & Recreation Department  
FACILITY REQUEST APPLICATION**

**Official use only:**

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

<b>Fees:</b>	<u><b>Type of fee</b></u>	<u><b>Fee</b></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**
  - Town of Center Harbor Board of Selectmen**

