

Manchester Parks & Rec Permit Application

Submit this **Parks & Rec Permit Application** to reserve a park space, athletic field, or facility.*

- ➔ All applications are subject to the approval of the Chief of Parks, Recreation & Cemetery or his designee.
- ➔ In approving or rejecting a reservation request, [Parks & Rec](#) balances its twin commitments to support organized activities and keep recreation areas open to the general public.
- ➔ The [Derryfield Golf Course](#), [Derryfield Restaurant](#), and [McIntyre Ski Area](#) are operated independently under contract to the City. Reservation requests relating to these facilities should be submitted to them directly.



*Please note that *some events* in parks will require the approval of multiple City departments. With few exceptions, organizers of these events will instead need to submit a [Special Event Application](#) to the City Clerk. The information you provide on this form will assist us in determining whether or not a Special Event Application is required.

Section 1. Tell us About Your Plans

Question 1: Will your event include any of the following?

- a) Consumption of alcohol Yes No
- b) Fireworks or open flame Yes No

➔ **If yes to either, STOP. You must submit a [Special Event Application](#).**

Question 2: Will your event be limited to standard use of an athletic facility? * Yes No

* Standard use is any sport for which the facility was designed

➔ **If yes, SKIP to Section 4: Athletic Facility Reservation**

Question 3: Will your event include the following?

- a) More than 50 attendees Yes No *If yes, how many do you estimate?*
- b) Public sale/provision of food Yes No *If yes, list food and note if any is unpackaged and perishable:*
 Yes, some of the food will be unpackaged and perishable
- c) Sale/provision of other good/service Yes No *If yes, describe below:*
- d) Sustained loud noise (>75 dB) Yes No *If yes, source of noise?*
- e) Tent(s) covering >150 sq. ft. Yes No *If yes, provide dimensions:*
- f) Use of an indoor facility Yes No *If yes, specify:*
- g) Use of Parks & Rec equipment Yes No *If yes, specify equipment below:*
 Stage Bandstand Generator Cooling Fan Outlet

➔ **If yes to any, PROCEED to Section 2: Park Event Reservation**

➔ **If no to all, SKIP to Section 3: Park Gathering Reservation**

Section 2. Park Event Reservation

Applicant Name/Organization:

Phone:

Email:

City:

State:

Zip Code:

On-site Contact Name and Phone (if different):

Event Description:

Enter reservation request(s) below. You may request approval for up to 12 event recurrences over the next 6 months. Be sure to describe the area within the park you wish to reserve, and to include any time you need for setup and breakdown.

Park/Facility	Specific Area within Park/Facility	Date (month, day and year)	Start Time	End Time	Parks & Rec Use Only

I understand I must cancel my event at least 24 hours in advance to receive a refund of applicable fees.

➔ **SKIP to Section 5: Insurance**

Section 3. Park Gathering Reservation

Complete this section only if you answered "no" to all questions in Section 1.

Applicant Name/Organization:

Phone:

Email:

City:

State:

Zip Code:

On-site Contact Name and Phone (if different):

Type of Gathering: Birthday Ceremony Outing Reunion Other: Click or tap here to enter text.

Park:

Specific area within park:

Date:

Hours:

I understand I must cancel my gathering at least 24 hours in advance to receive a refund of applicable fees.

➔ **SKIP to Section 6: Hold Harmless Agreement**

Section 4. Athletic Facility Reservation

Complete this section only if you answered "yes" to Question 2 in Section 1.

Applicant Name/Organization: **Sport:**

Phone: Email:

City: State: Zip Code:

On-site Contact Name and Phone (if different):

Is your reservation for a youth activity? Yes No *If yes, indicate if the host participant is a:*

Manchester public school Manchester non-profit Non-profit, not from Manchester For-profit organization

Other – describe:

Enter reservation request(s) below. Note that access to use an onsite concession area, if one exists, is granted by Parks & Rec; however, any food preparation and distribution must be approved under separate permit by the [Health Department](#).

Requested Athletic Facility	Concession? (Y/N)	Date	Start Time	End Time	Parks & Rec Use Only

- I understand the following:
- Manchester public schools have scheduling priority and bumping rights at athletic facilities. If my scheduled event is bumped, I may choose (a) a refund of applicable fees or (b) rescheduling of my event.
 - Should weather or other Act of God render my activity unplayable and I do not wish to reschedule, I must report this to parks@manchesternh.gov within 24 hours after the scheduled event to secure a refund.
 - Parks & Rec retains ultimate discretion in determining if the weather or other Act of God has rendered an athletic activity unplayable.
- ➔ PROCEED to Section 5: Insurance**
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Section 5. Insurance

I understand the following: Applicant is required to have liability insurance in the amount of \$1 million that covers the entirety of the event, from the beginning of setup through breakdown and removal of all equipment. This insurance must name the City of Manchester as an additional insured party in any and all policies. Insurance must be evidenced by a Certificate of Liability Insurance document and submitted a minimum of fourteen (14) days prior to the event setup date. I understand that failure to provide acceptable insurance within the fourteen (14) day time frame may result in cancellation of the event.

➔ **PROCEED to Section 6: Hold Harmless Agreement**

Section 6. Hold Harmless Agreement

I agree to the following: In consideration of the privileges that may be granted by issuance of a permit, Applicant shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the City, and all officials, agents, and employees of the City, from and against all claims which may result from allowing Applicant to utilize the public right-of-way or City owned Park. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, included but not limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from. Applicant's obligation to indemnify, defend, and hold harmless includes any claim by Applicant's agents, participants, employees, representatives or any subcontractor or its employees.

➔ **PROCEED to Section 7: Acknowledgements**

Section 7. Acknowledgements

I confirm that the foregoing information is true and complete to the best of my knowledge. I agree to comply with City of Manchester ordinances and all other applicable laws and regulations. I understand that any applicable fees must be paid in advance of my scheduled event or my reservation will be canceled. (For events approved more than 14 days in advance, payment is due no later than 14 days prior to the event; for events approved fewer than 14 days in advance, payment is due upon approval of permit application.) I accept that failure to comply with park rules and/or the conditions upon which a permit is issued will be grounds for denial of future permit applications.

Applicant Name/Organization:

Date:

Parks & Rec Use Only

Approval/Denial Decision

- Application approved. Restrictions (if applicable) are: _____
- Application conditionally approved. The following additional info must be submitted in satisfactory form:
- Certificate of Liability Insurance Layout of event area Restroom plan Trash/recycling plan
 - Health Dept approval for concession food Other _____
- This event requires a [Special Event Application](#) instead.
- This application is denied for the following reason(s):
- Unsafe activity Not appropriate for venue Requested schedule cannot be accommodated
 - Information not submitted in time Other _____

Attendants

- No paid attendant required ___ paid attendant(s) required for the following hours: _____