



City of Manchester Department of Public Works
Division of Parks, Recreation and Cemetery

475 Valley Street • Manchester, NH 03103
 Phone (603) 624-6444 • Fax (603)-624-6487 • Email: parks@manchesternh.gov
www.manchesternh.gov/parks

PARK RESERVATION APPLICATION

Renter Information

First Name

Last Name

Organization

City

State

Zip Code

Phone

Email

Event/Reservation Information

Desired Park

Date of Event

Name of Event (If applicable)

Time

Estimated Attendance

Start Time

End Time

Type of Event *Some Requests Require a Special Events Application**

Wedding

Birthday Party

Picnic

Family Gathering

Religious Service

Athletic League Practice

Reunion

Company Outing

Performance (w/out Music)

Filming Advertising

Other _____

Additional Information

- Additional fees may be required for the use of any Parks Structures such as tents, gazebos or staging.
- Please submit your completed application to the Parks Department via US Mail, Fax or Email.
- You may be required to complete a **Special Events Application**. You can find the Special Event Guidelines and Application at <http://www.manchesternh.gov/Home/Permits-and-Licensing> under "**Special Events**" or call the Manchester Economic Development Office at (603) 624-6505 for more information.

A **Special Event is defined as a preplanned event, whether publicly and/or privately sponsored expected to draw 100 or more people at any one time as participants or spectators, which is proposed to be held on public property, including, but not limited to parks, streets and/or sidewalks.*

FOR PARKS USE ONLY

Approved by: _____

Referred to MEDO

Attendant Required