



APPENDIX A

Conway Village Fire District

A Village District in the Town of Conway, NH

128 West Main Street Conway, NH 03818

Phone: 447-5470 Fax: 447-3271 Web: www.cvillagefd.com

This Institution is an Equal Opportunity Provider



REQUEST FOR USE OF FACILITIES

Please note: This request must be submitted to the Administrative office at least two (2) weeks prior to the requested date(s). A timely notification is required should activity be canceled.

Facility: ___ Pequawket Park ___ Park Parking Lot ___ Gazebo ___ Fire Station Meeting Room ___ Administrative Building Meeting Room ___ Other _____

Organization/Person Making Request: _____

Activity: _____

Date(s) of use _____

Time(s) of use (please include set-up and clean-up) _____

Additional Services Requested _____

Contact Person: _____

Please print the name of person to contact regarding activity.

Contact Phone Number: _____

Contact e-mail: _____

Mailing Address of responsible person/organization: _____

By signing below, I understand that I, or the organization I am representing, is responsible and liable for any damage that occurs to any building or grounds during this activity. Further, I understand that I must report any damage I notice prior to use to the Administrative Office or Fire Chief before set-up or commencement of the activity. The District reserves the right to request an up-to-date Certificate of Insurance, prior to approval of this request, that names the Conway Village Fire District as an additional insured, however, use of Pequawket Park requires one, see attached.

Signature of Responsible party: _____

Please take note – this application does not waive applicant from applying for event or raffle permits from the Town of Conway

For Office use only

Approved ___ Denied ___

Date of Approval _____

Approved by _____
Commissioner

Commissioner

Commissioner

CONWAY VILLAGE FIRE DISTRICT PARK USE REGULATIONS

All uses of Pequawket Park must abide by the following park use regulations in order to comply with the use agreement signed by the Conway Village Fire District Board of Commissioners.

1. All use of the park must be approved by the Board of Commissioners
2. Any water or electrical service must be requested at the time of application
3. A plan must be submitted with the location of any tents at the time of application. **(No stakes or other equipment may be driven into the ground in the park)**
4. No motor vehicles may be driven on any of the grass, pavers or sidewalk areas of the park
5. All trash and other debris must be removed from the Conway Village Fire District Property at the end of the event.
6. Any events must be inspected by the Conway Fire Department for compliance prior to the opening of the event.
7. **Any damage to the park is the responsibility of the applicant; all expenses to make repairs will be borne by the applicant**
8. A certificate of insurance naming Conway Village Fire District as an additionally insured must be provided at the time of application
9. Events with attendance of 25 or more, applicant will need to provide a Port-A-Potty for the event and to have it removed afterwards.