

**The Town of Gorham, NH**  
**Parks & Recreation Department**  
33 Exchange Street, Gorham, NH 03581 ~ (603) 466-2101 ~ jstewart@gorhamnh.org

**APPLICATION FOR USAGE – GORHAM PARKS & RECREATION BUILDING**

Date of Application \_\_\_\_ / \_\_\_\_ / 2018

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Date of event	Event start time	Event end time	Time building will be opened	Time building will be closed

Additional Notes \_\_\_\_\_

Type of Activity \_\_\_\_\_

Expected Number of participants? \_\_\_\_\_

Will food be served? Y / N

Will there charge for admission? Y / N

If Yes, how much? \_\_\_\_\_

Is this event a fundraiser / charity? Y / N

Is this a "for-profit" event? Y / N

Who will be responsible for the key / building? \_\_\_\_\_

*(must be present during entire event)*

The building is equipment with a limited number of chairs and tables. Please describe what if any you intend to use and if applicable what type of set-up is required for event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The building is equipment with a large screen TV / DVD as well as audio system with Radio / CD equipment. Please describe what if any of these devices you require for your event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FEES & NOTES:**

**Meetings (non-profit)** – No fee

**Workshops / Classes (non-profit / charity)** – No fee

**Recurring Classes (for profit)** – (ex. Yoga, Zumba) – No set up, no food or materials \$5.00 / class

**Minor Events (for profit)** – (ex. yard sale, dance, etc.) – Base fee \$25.00 + \$5.00 / hour

**Major Events (for profit)** – (ex. wedding, potluck, etc.) – Base fee \$50.00 + \$5.00 / hour

**Staffing Required** – If chaperones will not be present, add \$30.00 / hour + other fees listed above

**\*\*\*For-profit classes that involve physical activity must provide a copy of their certificate of insurance\*\*\***

I hereby understand that I am responsible and liable for any damages that may occur to either the building or the grounds from the above activity. Any damage I notice prior to our use will be reported to the Events Coordinator. Restitution will be made to ensure the continuance of the use of the facility. I have read, understand, and agree to the terms and costs associated with use of the Gorham Parks & Recreation Building as outlined above. Signing this form acknowledges that you have read and understood the guidelines.

Person(s) Responsible for Activity \_\_\_\_\_ Date \_\_\_\_\_

Please return this form and a 50% deposit of fees (if applicable) to:  
Gorham Parks & Recreation Department  
33 Exchanges Street, Gorham, NH 03581

Please direct questions to Jeff Stewart      Phone: (603) 466-2101      Email: [jstewart@gorhamnh.org](mailto:jstewart@gorhamnh.org)

***PLEASE NOTE – YOUR APPLICATION IS NOT BE RESERVED UNTIL APPROVED (you will be notified).  
Events may, at times, be preempted by a town function or emergency.***

**(Parks & Recreation Dept Use Only)**

Date Paid \_\_\_\_\_ / \_\_\_\_\_ / 2018

Method of Payment: Check # \_\_\_\_\_ Cash \_\_\_\_\_

Deposit Page # \_\_\_\_\_