REQUEST TO USE ORFORD TOWN PROPERTY

TO: Orford Parks & Playgrounds Committee
               (Return form to Town of Orford, 2529 Route 25A, Orford, NH 03777 or
                    drop off at the Town Offices)

FROM: _____
                Name of Organization

                _____
                Address

                _____
                Telephone Number

We hereby request permission to use the following location:

_____
       (location)

on _____ from_____ to _____
      (date)   (Time)

_____
      (purpose)

We expect attendance to be approximately _____

Listed below are the particulars about our event:

_____

_____

_____

Effective July 1, 2022, the following changes have been made regarding fees to use Town Properties:

Group A - No Fee will be charged to the following:
- Orford Resident requesting use of town property (except for the exception listed below)
- Organizations that serve Orford residents or give back to the community
- Non-Profit Organizations – Fee Waived if a copy of your 501c3 is provided

Group B – An application fee of $100 will be charged to the following organizations, groups or individuals. This application fee covers a one-day event. Events held for more than one day will incur an additional fee of $20 per each additional day
- Any For-Profit organizations
- Any non-resident request to use Town Property
- Any Orford resident request that will generate personal income

By signing below, we understand the following conditions may be applied upon final approval by the Parks & Playgrounds: No alcoholic beverages to be consumed on Town Property, no parking on the mall walk or sidewalks, no trash left behind (clean up after the event)

You may be responsible for providing trash barrel(s) and portable toilet(s) on site for the event. A Certificate of Insurance and Police Services may also be required.

Signed_____   Date   _____

Name _____   Title   _____
                 (please print)

Address _____   Phone _____

_____

___ We are a non-profit organization – a copy of our 501c3 document is attached

___ We are a for-profit organization

        ___ Certificate of liability is attached

        ___ Payment of fee(s) enclosed*

___ We are a non-resident or Orford – Payment of fee(s) enclosed*

*The payment of the fee will not be deposited until application is approved by the Selectboard