

**TOWN OF AMHERST, NH  
USE OF TOWN COMMONS REQUEST**

*Completed form must be submitted to the Administration Department four (4) weeks before the event in order to obtain Board of Selectmen approval. This request is for use of any Town Common land.*

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours (from/ to): \_\_\_\_\_ Number of est. participants: \_\_\_\_\_

Will you need Electricity? \_\_\_\_\_ If so, for what? \_\_\_\_\_

Wish to bring anything onto the Commons ? IF so, what? \_\_\_\_\_

Wish to drive anything onto the Commons? \_\_\_\_\_

Wish to place Port-a-potties along on the far-right gravel parking lot to the right of Town Hall? \_\_\_\_\_

Request road closures? (Please identify intersections) \_\_\_\_\_

Will you sell or serve food or drinks? (Certificates of Insurance naming the Town of Amherst will be required) \_\_\_\_\_

Brief Description of event.:
------------------------------

**Requirements:** By signing this document, I agree to abide by all applicable requirements.

1. NO ALCOHOL SALES OR CONSUMPTION are allowed.
2. The Common must be left in the same or better condition than prior to event. Trash removal is the responsibility of the Event Organizer.
3. If damage occurs to any town property, please notify DPW (603) 673-2317.
4. Groups who are granted permission must abide by all Town of Amherst ordinances pertaining to public property and all related NH RSAs as well as all state fire and safety rules and regulations at all times during use of the property.
5. The Town of Amherst or any of its designees are not responsible for any injuries occurring to participants during the course of activities during use of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This application must be signed off by all Department Heads below before going before the Board of Selectmen for consideration and approval. Events held for the first time require attendance of a representative at the Board meeting.**

**Chief of Police Approval:** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Fire/ Rescue Chief Approval:** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works Director Approval:** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**BOS Approval:** Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_