

**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: _____