

**Sandown Parks and Recreation Department  
Edward C. Garvey Recreation Facility  
PO Box 642 25 Pheasant Run Drive  
Sandown, NH 03873**

**Phone Number: (603) 887-1872 Fax Number: (603) 887-5163**

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**PERMIT TO USE RECREATION FACILITY**

Reservation Date: \_\_\_\_\_ Reservation Times: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Number of Adult Chaperones: \_\_\_\_\_ (Required if attendees are under 21 years of age)

**Please refer to *Alcoholic Beverages and Certificate of Insurance sections in Reservation and Use Policy prior to completing.***

Alcohol (BYOB only): Yes \_\_\_\_\_ No \_\_\_\_\_

Police Detail Check: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

Certificate of Liability Insurance:

Homeowner's Policy \_\_\_\_\_ TULIP Insurance \_\_\_\_\_ Date Received: \_\_\_\_\_

**Renter Information**

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Town: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address Verified: \_\_\_\_\_ E-mail address (required) \_\_\_\_\_

**Please refer to *Fees Section in Reservation and Use Policy prior to completing.***

Non-Profit Organization: \_\_\_\_\_

For-Profit Organization: \_\_\_\_\_

**Requested Area(s) – Please refer to *Fees Section of Reservation and Use Policy prior to completing.***

Hall  Rental Fee \$ \_\_\_\_\_

Kitchen  Rental Fee \$ \_\_\_\_\_

Parking Lot  Rental Fee \$ \_\_\_\_\_

Field  Rental Fee \$ \_\_\_\_\_

**Police Detail** (if applicable): \$70.00 per hour per Officer (4-hour minimum- no cruiser).  
Effective April 2024. Fee is subject to any changes established by Police Department. Fee is payable separately to Sandown Police Department.

**Rental Payments** must be made at the time rental application is made. All rentals will be scheduled based on availability and no date will be reserved until all appropriate fees are paid. Please make all checks payable to: Sandown Recreation.

*Please note that recreation and/or town business must take priority in the event of emergency or urgency; therefore, the Recreation Commission reserves the right to cancel or reschedule any event with no notice when needed.*

**PLEASE READ AND SIGN BELOW:**

- **I understand use of the Recreation Facility is a privilege extended to me and I am aware this permit may be cancelled with no notice due to Town emergency requiring use of the Recreation Facility.**
- **I have received and read the Recreation Facility Use Policies and Procedures relating to the use of the Recreation Facility and agree to abide by them.**
- **I agree to hold the Town of Sandown, NH, its agents and employees harmless for any loss, damage or injury incurred during the time I have reserved the Recreation Facility.**
- **Failure to comply with the requirements of this permit shall result in cancellation of this permit and retention of my deposit.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised and effective 09/01/2012

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**FOR OFFICE USE ONLY**

**RENTAL DATE:** \_\_\_\_\_ **RENTAL TIMES:** \_\_\_\_\_

**RENTER OR ORGANIZATION NAME:** \_\_\_\_\_

**RENTER OR CONTACT PHONE #** \_\_\_\_\_ **ALT. #** \_\_\_\_\_

**AREA RESERVED:** HALL: \_\_\_ KITCHEN: \_\_\_ PARKING LOT ONLY \_\_\_ FIELD \_\_\_

**RENTAL FEE RECEIVED:**

**DATE:** \_\_\_\_\_ **AMOUNT: \$** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**DEPOSIT FEE RECEIVED:**

**DATE:** \_\_\_\_\_ **AMOUNT: \$** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
\_\_\_\_\_