

Town of Wentworth
Event Application

Name of Applicant: _____

Name of Organization holding event (if applicable): _____

Address of Applicant: _____

Town: _____

Telephone Number (including area code): (_____) _____

Date of Event: _____ Nature of Event _____

Start Time: _____ End Time: _____

Location (Hamilton Field, Town Hall, Common, etc., be specific): _____

Number of People Expected _____

Approval of Board Chairman: _____

Approval of Admin. Assistant: _____

(signifies event is scheduled on event calendar)

Approval of Police Chief: _____

Signature of Admin. Assistant upon return of the key: _____

In order to organize and facilitate the use of town property and buildings, the Board of Selectmen has adopted the following rules and regulations. Approved _____

- A Twenty Dollar (\$20.00) Key Deposit is required before a key will be given out to any applicant. This deposit will be returned upon return of the key.
- A Twenty Dollar (\$20.00) Usage fee will be required by any resident of the town for use of a town owned property. Locations for which this applies includes, but is not limited to, the Common, Town Hall, Town Office Building, Riverside Park, Hamilton Field (including access to the swimming area), Library (Trustee approval also required). **The Selectmen reserve the right to require a Police Officer present at the event; the organization or individual requesting the Event shall be responsible for paying the Officer. All necessary fees are to be paid in advance.**

The above fees collected shall be shown as revenue in the appropriate area of the town budget. Additional donations, for immediate expenditure as required, will be graciously accepted and acknowledged.

The key provided to applicant may not be loaned to a second party and must be returned within forty-eight hours of the end of the event (excluding weekends).

The Selectmen reserve the right to waive the Usage Fee to non-profit organizations, upon request, if deemed in the best interest of the town as a whole.

I have read the above rules and accept the responsibility of carrying them out.

Signature of responsible party:
