



Application for Facility Use Laconia Parks & Recreation

306 Union Avenue, Laconia, NH 03246
Phone 603-524-5046, Fax 603-524-4129
parks@laconianh.gov

Office Use Only:

Date of next Parks & Recreation Commission meeting: _____

Date of Parks & Recreation Commission approval: _____

To be accepted, your application must be completed in full and signed. Please type or print the information clearly and legibly and attach maps, layouts and any other additional information. Please mail, fax, email or drop off your application using the contact information shown above.

1. APPLICANT INFORMATION

Sponsoring Organization Name:	Lakes Region Cancer Support Team, Inc.		
Mailing Address, City, State, Zip	Street Address:	1 Mill Plaza	
	City, State, Zip:	Laconia, NH 03246	
Applicant Contact	Name:	Pat Anderson	Name:
	Title:	Executive Director	Title:
	Secondary Contact		
Phone:	Cell:	Phone:	Cell:
603-387-6775			
Email:	panderson@LRCSupportTeam.org		Email:
Organization/Event Website (if applicable):	LRCSupportTeam.org		Is Organization a Non-Profit Entity? Non-Profit ID #
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	83-2014193



2. EVENT/PROGRAM INFORMATION

Event/Program Name:	Dragon Boat Festival 2023		
Facilities Requested:	Describe which facility you are requesting in detail (all, a portion of, etc.) and what you need from the Department: Event will be held at the NASWA Resort. Request use of parking lot at Weirs Community Park. We will shuttle people to NASWA.		
Event/Program Dates: Indicate Dates/Times facility is requested including rain dates if applicable		Day(s) of the Week	Time of Day
Start Date	End Date		
9/23/2023	9/23/2023	Saturday	8am-3pm

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3. EVENT/PROGRAM DETAILS		
Has this event occurred before? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is this an annual event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	How many years has this event been occurring? 3
Are there any changes from previous years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Please describe changes from previous years: Parking at Weirs Community Center. Dragon boat race at NASWA	
Event Type: <input type="checkbox"/> Community Festival/Fair <input type="checkbox"/> Wedding <input type="checkbox"/> Run/Walk: Run/Walk Start Time: _____	<input checked="" type="checkbox"/> Sporting Event <input type="checkbox"/> Picnic <input type="checkbox"/> Performance <input type="checkbox"/> Other: _____	Is admission charged? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If a fundraising event, list benefactor: Lakes Region Cancer Support Team Expected Attendance: 250	
Is this event open to the public? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Please describe nature of event in detail: 2 dragon boats at a time race each lap. Event attracts racers from 4 states. Amplified sound will only be at NASWA.	
If a fundraising event, list anticipated revenues: \$20,000		

4. EVENT/PROGRAM SITE PLAN/SKETCH
At the discretion of the Parks and Recreation Department, a map/sketch showing the layout of your event at the facility requested may be required with this application. If a map/sketch is required, please include the following information:
<ol style="list-style-type: none"> Name of Park facility requested. The overall event area inside the Park. The location of all physical equipment being placed (tents, booths, vendors, etc.) Location of portable toilets (if applicable) Any other details you think would be helpful

5. AMENITIES REQUESTED (Please check all that apply)		
<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Banner	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Concession Area	<input type="checkbox"/> Picnic Area	<input type="checkbox"/> Storage Space
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Athletic Field Lighting	<input type="checkbox"/> Electrical Source
		<input checked="" type="checkbox"/> Other <u>parking</u>
6. VENDORS	Does your event have vendors selling or distributing food, beverages, merchandise or services? <input type="checkbox"/> Yes <i>maybe</i> <input checked="" type="checkbox"/> No	If so, how many? <u>2 possibly</u> Please contact the Licensing Dept. at 528-6331.

Does your event have any amplified sound? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	What times are you requesting amplified sound? Start: <u>7am</u> End: 4pm	Is electricity requested (if available) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Please contact the Licensing Dept. for a loudspeaker permit at 528-6331.	

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8. INSURANCE	<p>A Certificate of Liability Insurance naming the City of Laconia as an additional insured for the duration of the event in an amount no less than \$1,000,000 must be provided prior to the start of the event.</p> <p>Please e-mail the document to the Parks & Rec Office at parks@laconianh.gov</p>
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<p>9. USER FEE – User Fees may apply. Please see the USER FEE SCHEDULE below. Adopted as policy by the Parks and Recreation Commission November 2022</p>

DEPOSIT:

All user fees require a 50% deposit for cleaning and security purposes to be returned after inspection of the facility

<u>Type of Event</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
City of Laconia / School Sanctioned Events	No Fee	
Youth Programs / Leagues (17yo & younger)	No Fee	\$10 per non-resident participant/season
Adult Programs / Leagues	No Fee	\$20 per non-resident participant/season
Tournament – Youth Program League	\$100	\$300
Tournament – Adult Program League	\$150	\$300
Non-Profit Charity Fundraising	\$100.00	\$100.00
Non-Profit Event (Low Impact)	No Fee	No Fee
Special Events	No Fee (if all participants are Residents)	\$150 / half day (4 hrs or less) \$300 / full day (4 hrs or more)
Large Special Events Non-Profit (under 1000 people)	\$350 per day	\$350 per day
Large Special Events Non-Profit (over 1000 people)	\$500 per day	\$500 per day
Large Special Events For Profit (under 1000 people)	\$750 per day	\$750 per day
Large Special Events For Profit (over 1000 people)	\$1000 per day	\$1000 per day
Sports / Day Camps - For Profit	\$50 per day per facility + deposit	\$100 per day per facility + deposit \$10 surcharge per non-resident participant/instructor per session
Picnics Non-Profit	No Fee	\$50 per day
Picnics For Profit	No Fee	\$50 per half day (four hours or less) \$100 per full day (four hours or more)
Concession Stands	\$50 / Half Day (4 hrs or less) \$100 / Full Day (4 hrs or more) \$240 per season	\$50 / Half Day (4 hrs or less) \$100 / Full Day (4 hrs or more) \$240 per season
Storage Bays (Sports Leagues Only)	\$20 per bay per month	\$20 per bay per month

10. SIGNATURE	<p>I certify that the information provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I have read the Rules and Regulations pertaining to facility use and will be present and responsible for their enforcement.</p>
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Applicant Signature: <i>Patricia J. Anderson</i>	Date: 1/10/2023	Applicant Printed Name: Patricia J. Anderson
Street Address: 1 Mill Plaza		
City, State, Zip: Laconia, NH 03246		

For Office Use Only:

<input checked="" type="checkbox"/> Certificate of Insurance
<input type="checkbox"/> Key Deposit
<input checked="" type="checkbox"/> User's Fee (Type/Amount: <u>\$100.00 N.P.</u>)
<input checked="" type="checkbox"/> Special Event Approval
<input type="checkbox"/> Licensing Board Approval
<input type="checkbox"/> Other: _____

<input type="checkbox"/> Administrative Approval
<input checked="" type="checkbox"/> City Council Approval
<input type="checkbox"/> Vendor Permits
<input type="checkbox"/> Propane Tank Waiver
<input type="checkbox"/> Loudspeaker Permit
<input type="checkbox"/> Outstanding Balance

<input type="checkbox"/> Field Lighting Fees
<input type="checkbox"/> Storage Fees
<input type="checkbox"/> Concession Fee
<input type="checkbox"/> Cooking Waiver
<input type="checkbox"/> Rain Date _____
<input type="checkbox"/> Previous Concerns

Approved 2/23



February 23, 2023

Lakes Region Cancer Support Team Inc.
Attn: Pat Anderson
1 Mill Plaza
Laconia, NH 03246

Dear Pat:

At the February 21st meeting of the Laconia Parks and Recreation Commission, it was voted to approve your request for the use of Weirs Community Parking Lot on Saturday, September 23, 2023, from 8:00am to 3:00pm. The request is accepted pending upon the payment of \$100.00 non-profit charity event fee, submission of certificate of insurance and final approval from the City Council for raising funds on the city's property for parking for Dragon Boat Race Festival. A key deposit of \$25.00 per key is needed if required.

Please send us a certificate of insurance naming the City of Laconia as a co-insured prior to the event. Your insurance carrier may fax the certificate to our office at (603) 524-4129 or send via email to parks@laconianh.gov.

If you have any further questions, please feel free to contact me at (603) 524-5046.

Sincerely,

Amy C. Lovisek
Director of Recreation & Facilities

Parks and Recreation Department
306 Union Avenue Laconia, New Hampshire 03246
603-524-5046 Fax 1-603-524-4129