



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.

I. APPLICANT INFORMATION

Sponsoring Organization Name:		Anthony Santagata	
Mailing Address, City, State, Zip		Street Address: PO Box 5412 City, State, Zip: LACONIA NH. 03247	
Applicant Contact	Name:	Secondary Contact	Name:
	Title:		Title:
Phone:	Cell: 603 767 2226	Phone:	Cell:
Email: WEIRS Anthony @ Gmail.com		Email:	
Organization/Event Website (if applicable):		Is Organization a Non-Profit Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Event/Program Name:				LACONIA BLUES Festival			
Facilities Requested:		Describe which facility you are requesting in detail (all, a portion of, etc.) and attach a sketch/map if required: Weirs Beach					
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		Saturday		7am - 12am	
Sept. 21, 2019		NO DATE					

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3. EVENT/PROGRAM DETAILS

Has this event occurred before? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Is this an annual event? <i>NOT ANNUAL</i> Yes <input type="checkbox"/> No <input type="checkbox"/>		How many years has this event been occurring?
Are there any changes from previous years? Yes <input type="checkbox"/> No <input type="checkbox"/>		Please describe changes from previous years:		
Event Type:	<input type="checkbox"/> Community Festival/Fair	<input type="checkbox"/> Sporting Event	Is admission charged? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<input type="checkbox"/> Wedding	<input type="checkbox"/> Picnic	\$10.00	
	<input type="checkbox"/> Run/Walk: Run/Walk Start Time:	<input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other:	If a fundraising event, list benefactor:	
Is this event open to the public? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Please describe nature of event in detail: <i>OUTDOOR BLUES CONCERT</i>		
If a fundraising event, list anticipated revenues:				
Expected Attendance: <i>2200</i>				

4. EVENT/PROGRAM SITE PLANSKETCH

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:

- 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

<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Banner	<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Storage Space
<input type="checkbox"/> Concession Area	<input type="checkbox"/> Picnic Area	<input type="checkbox"/> Athletic Field Lighting	<input type="checkbox"/> Electrical Source
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Other _____		

Does your event have vendors selling or distributing food, beverages, merchandise or services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If so, how many? Please contact the Licensing Dept. at 528-6331.
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Does your event have any amplified sound? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	What times are you requesting amplified sound? Start: <i>11am</i> End: <i>11pm</i> Please contact the Licensing Dept. for a loudspeaker permit at 528-6331.	Is electricity requested (if available)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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8. INSURANCE

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.

Please e-mail the document to the Parks & Rec Office at parcs@laconianh.gov

9. USER FEES

User fees may apply. Please see the attached 'Facility User Fees' below.

FACILITY USER FEES

Non Resident User Fee Schedule

Type of Use	Fee	
Laconia Parks & Rec Sanctioned Events	No Charge	
Youth Programs/Leagues (19 years old & younger)	\$10 per non-resident participant/season	
Adult Programs/Leagues	\$20 per non-resident participant/season	
Laconia School District Sporting Events and Programs	No Charge	
Non-profit Charity Events (under the discretion of the Commissioners)	\$100.00	
Special Events	\$100 per half day (4 hours or less) \$240 per day (4 hours or more)	No fee if all participants/instructors Laconia residents No fee if all participants/instructors Laconia residents
Tournaments		
Laconia Youth Program League	\$100.00	
Laconia Adult Program League	\$150.00	
Non-Resident Program Tournament	\$300.00	
Sports/Day Camps - For Profit	\$50 per day per facility if one non-resident participant	\$10 surcharge per non-resident participant/instructor per session
Picnics - For Profit	\$100 per day per facility	Fee applicable if group/business not based in Laconia

Facility User Fee Schedule

Facility Type	Fee	
Concession Stands	\$50 per half day (4 hours or less) \$100 per day (4 hours or more) \$240 per season	
Storage Bays	\$20 per bay per month	

Adopted as policy by the Laconia Parks & Recreation Commission on June 2013

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.

Applicant Signature:

Charlie St. Clair

Date

AGUST

Applicant Printed Name:

CHARLIE ST. CLAIR

Street Address:

PO Box 5416

City, State, Zip:

Laconia

For Office Use Only:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Administrative Approval | <input type="checkbox"/> Field Lighting Fees |
| <input type="checkbox"/> Key deposit | <input checked="" type="checkbox"/> Loudspeaker Permit | <input type="checkbox"/> Storage Fees |
| <input checked="" type="checkbox"/> User's Fee | <input type="checkbox"/> Vendor Permits | <input type="checkbox"/> Concession Fee |
| <input checked="" type="checkbox"/> Special Events Approval | <input checked="" type="checkbox"/> Propane Tank Waiver | <input type="checkbox"/> Rain Date |
| <input type="checkbox"/> Licensing Board Approval | <input type="checkbox"/> Other | |
| <input checked="" type="checkbox"/> City Council Approval | | |

Alcohol

April 17, 2019

Anthony Santagata
PO Box 5412
Laconia, NH 03247

Dear Anthony:

The Laconia Parks and Recreation Department has approved your request to use Weirs Beach on the day of Saturday, September 21, 2019 from 7:00am to 12:00am for a Laconia Blues Festival. This request is subject to payment of a \$240.00 for the special event fee, approval from special event committee, loudspeaker permit, vendors and alcohol permit, and final approval from the City Council for raising money in the City property.

Please consider this letter your waiver for the use of 20lb. propane tanks.

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 email via parks@laconianh.gov.

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

Sincerely,



Amy C. Lovisek
Asst. Director of Recreation and Facilities