



Waterville Valley Recreation Dept

Phone: 603-236-4695

Mailing address: PO Box 500, Waterville Valley NH 03215



Field/Beach Facility Rental Contract

Corcoran Pond Beach & Packard's Field

Event Date: _____ Start Time: _____ am/pm End Time: _____ am/pm

Name (Organization/Individual) _____

Contact person _____

Address _____ E-mail _____

Phone _____ Alternate phone _____

Anticipated number of participants/guests _____

Food/Beverage served? Yes No

Will professional caterers be used? Yes No (If yes, copy of business license and insurance may be required)

Will alcohol be served? (GLASS BOTTLES ARE PROHIBITED) Yes No

Corcoran Pond Beach:

Cleaning Deposit: \$100.00 (Required to hold rental date)

Rental Fee/Deposit:

Rate is based on two hour period with ability to extend rental. Additional time can be reserved at \$50.00/hour.

A \$100.00 deposit is required and must accompany application.

Rental fee/balance is due at least two weeks prior to rental date.

Deposit will be refunded within seven (7) days of the of facility rental provided property has been inspected and cleaning requirements, as set forth in this agreement.

Our "Campfire/Beach Rental" cancellation policy:

If you want cancel the day of your rental because of rain you need to notify us by 12pm on the day of your event. We take out a \$25 processing fee for scheduling purposes and you will be reimbursed for the rest of your rental cost. Anytime after 12pm on the day of your event we will go as planned and you will not be able to receive a refund. If you cancel at least 7 days prior to your event you will receive a full refund.

Securing Confirmation:

To secure rental, full payment is required at least 14 days prior to the rental.

If full payment is not received, facility/field use may be forfeited.

Rules and Regulations Governing the Corcoran Pond Beach

The Town of Waterville Valley is pleased to cooperate and to extend to the public the use of its facilities. In return, the town expects the property to be respected and protected from any damages. The following explains the rules and regulations under which its use is made possible and to clarify the responsibilities of organizations utilizing these public facilities.

1. Set-up and take downs are the responsibility of the organization and contact person listed on this contract.
2. Clean-up and trash removal is the responsibility of the using organization. Fees will be enforced if excessive waste is not removed at the end of field use at a rate of \$20 per hour, per person. Town Square provides a dumpster where your party can dispose of the trash.
3. Vehicles are not permitted on Packard's Field. Permission may be obtained in writing from the recreation director leading up to the event, in most circumstances this permission may not be granted until the day of the event. It is best to notify the recreation director of this desire so she/he is available to grant permission. Damage fees will be enforced if vehicles are on the field without permission.
4. Alcoholic Beverages are permitted on a "bring your own" basis. The Town of Waterville Valley shall not be held liable for any injury and/or damage resulting from the presence of alcohol. The applicant assumes sole responsibility and liability. If the renter is planning a cash or open bar during their function, a state liquor license will be required.
5. The applicant/organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.
6. Any damages to the property or any injury to any person must be reported to the recreation department within twenty-four (24) hours of said occurrence.
7. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion, sexual orientation.
8. No overnight camping in the town parks without a permit, and fires are prohibited.
9. The Town of Waterville Valley reserves the right to require police presence – the cost shall be the responsibility of the renter.
10. Adult supervision is required for anyone under 21 years of age.
11. Property is to be left as you found it.
12. The Town of Waterville Valley Recreation Department, at any time, reserves the right to change, amend the foregoing regulations or withdraw from organization or person the privilege of using town buildings or park facilities, all within its discretion.

*Rental request must include Facility Use Application, deposit, rental fee,

I have read and understand the rules and regulations, as stated above, governing the use of the facilities. The organization and/or individuals for which this application is intended will abide by these rules and assume total responsibility in connection therewith. Any violation of policies will constitute a forfeiture of deposit.

Authorized signature _____ Date _____

Thank you for renting a facility or field with the Town of Waterville Valley. We appreciate that you and your organization adhere to these policies and responsibilities to secure future use for other organizations.