

City of Portsmouth
DEPARTMENT OF PARKS, RECREATION & TOURISM
APPLICATION FOR CITY PARK USE

I, undersigned, do hereby apply for the use of the: _____
(SHELTER OR LOCATION)

on _____ 20____ from _____ AM/PM to _____ AM/PM.

Intended Use: _____

Name of Organization/Individual: _____

Number of Participants Attending Approximately: _____

Portsmouth Resident _____

Non-Resident _____

I Agree To Abide By The Following Regulations

Signature: _____

1. Rental Fee/Damage Deposits shall be paid in advance.
2. Lessee accepts responsibility for any damages which might occur during the time of use.
3. Alcoholic beverages are prohibited in buildings and on premises.
4. The Department Staff reserves the right to inspect the premises during your activity. Personal coolers are included.
5. Shelter reservations are only held for posted time.
6. City property shall not be moved or removed from buildings, shelters, or premises without park staff permission.
7. All activities shall cease and clean up completed by end of rental time.
8. All fires shall be restricted to the grills provided or in grills brought to the park. Do not dump coals or grease or other waste on the ground.
9. All pets shall be on leashes.
10. Please clean up the area rented, consolidate and compress trash. No trash is to be left outside trashcans.
11. Soliciting is not permitted in the park.
12. Amplified music is not allowed in the park without the prior permission of the Park Staff.
13. Ponies, inflatables or similar equipment or activities are not permitted.
14. Any cancellations or rain dates must be made at least 24 hours in advance.
15. You or your representative must have a copy of this contract at the site at the start of your event.

Signature: _____ Printed Name: _____ Date: _____

Mailing Address: _____ City: _____ Zip: _____

Phone Number: (Hm) _____ (Wk) _____ Total Fee Due: _____

Contact Person (if other): _____ Phone Number: _____

Make All Checks Payable to: PORTSMOUTH CITY TREASURER

_____ Approved

By: _____

_____ Disapproved

Amount Paid: _____

Comments: _____

Date Paid: _____

Receipt # _____