

TILTON PARK RESERVATION PROCEDURE

- 1) Tilton's Administrative Assistant, will accept and make all reservations (286-4521 ext 100, or adminassist@tiltonnh.org).
- 2) The reservation packet will be completed and returned to the Administrative Assistant who will collect and hold all deposits and fees.
- 3) The Parks Commission will be notified that a Park reservation has been made and a copy of reservation form will be forwarded to the Commission. If a Park Commissioner is not available for walk through, a Selectman, the Director of Public Works, or their designee will be responsible for walk through. The inspection checklist will be delivered to Town Hall after the walk through.
- 4) All organized sport groups and for-profit individuals or organizations will provide a certificate of insurance naming the Town of Tilton as additional insured.
- 5) The Civil War Memorial (Winter Street) is not available for rent. Time Table Mable is not a park and is not available for rent. NO FUNCTION IS ALLOWED ON EITHER PROPERTY.

POSTED PARK HOURS 14

Riverfront Park	One-half hour (1/2) before Sunrise until 10:30 pm
Buffalo Conservation Area	One-Half hour (1/2) before Sunrise to One-Half hour (1/2) after Sunset
Route 132 Ball Park	One-Half hour (1/2) before Sunrise to One-Half hour (1/2) after Sunset
Vest Pocket Park	No closed times

TILTON PARKS SCHEDULING

RESERVATION FORMS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO USE OF PARK.

All Parks may be reserved on a first come first serve basis. Any date during the park's operating season may be reserved on a calendar year basis. Multiple reservations may be restricted to one per month at the discretion of the Park Commission.

The Parks Commission reserves the right, at its discretion, to refuse any person(s) or group(s) the use of any Park(s) at any time if it is deemed in the best interest of the Town of Tilton.

Park Commission reserves the right to ban any person or group from using any Park if they violate the Park rules.

DEPOSITS AND FEES

Anyone reserving the Riverfront Park Pavilion, or 132-Ball Field will be asked to post a \$75.00 Deposit. Deposits must be in the form of Cash, Check, or Money Order made payable to the Town of Tilton.

All **for profit** Individuals or Organizations, in addition to the above listed deposit of Seventy-Five Dollars (\$75.00), will be assessed a minimum \$100.00 user fee.

Non-profit organizations are excluded from the assessment fee. The Park Commission will retain said fee of \$100.00. Youth organizations and churches may petition the Park Commission to waive the reservation fee for the use of any Park.

RESERVING RIVERFRONT PARK

You only need to reserve the pavilion if you would like to use the kitchen and tables under the pavilion. When you reserve the pavilion and kitchen area, a Park Commissioner, Selectman or their designee, will perform a walk-through with you before the event to assess the conditions of the Park. At that time the Commissioner or Selectman will address any question or concerns. After the event, the Inspector will again inspect the park. If there is any damage or the Park needs to be cleaned you will be responsible for all costs incurred by the Town.

There is no reserved parking. Riverfront Park visitors will park in the spaces designated for the Park, and not in the Riverfront Place parking area.

The Park will always be open to the public even during your pavilion reservation. The public will be allowed to use the bathrooms and Park, even if you have a private event.

Park Fees will be assessed based on organization types as outlined in this document in the Fee and Deposit Section. If a deposit is collected, it will be refunded once the Park Commissioner inspects and reports the Park is in satisfactory condition. Refunds may take up to two (2) weeks and will be mailed to the contact person.

TOWN OF TILTON RIVERFRONT PARK RULES

- No Diving or Swimming allowed
- No Alcoholic beverages allowed on Park property
- No Dumping or Littering on the property
- All pets must be leashed
- All Pet waste will be removed immediately and placed in a trash receptacle
- Unauthorized possession of firearms or weapons prohibited.
- No Fireworks allowed in Park without written permission from the Park Commissioners
- No Camping allowed
- No climbing on, cutting or destruction of plant life allowed
- Bikes, tricycles, roller blades, and skateboards are prohibited unless otherwise marked.
- Motorized vehicles prohibited
- The sale of goods or services or the display of goods and services are prohibited unless approved by the Park Commission
- The display of any unauthorized banner or flag is prohibited
- No one is allowed in the Park before or after posted hours without written permission from the Park Commission
- Defacing or destruction of any property is prohibited by law
- No gas grills without written permission by the Park Commission and no open flames except in designated fire pits will be allowed. All fires must be extinguished before leaving the Park
- Courtesy and respect will be given to any authorized gathering within the park

**Violation of any of the Park rules could result in fines of up to \$1,000
and/or privilege to use the Park revoked**

**TOWN OF TILTON
257 MAIN STREET
TILTON, NH 03276**

RIVERFRONT PARK RESERVATION FORM

DATE OF APPLICATION: _____

Responsible Party: _____

Address: _____

Phone: _____

Date of Use: _____ Time: From _____ To: _____

Purpose: _____

Kitchen Use: _____ (NO APPLIANCES AVAILABLE)

Special Conditions: _____

Deposit (\$75.00) Rec'd: _____ User Fee Rec'd: (For Profit organizations) \$100.00 _____

Certificate of Insurance: _____ (if applicable)

The Responsible Party will be held accountable for any and all damages that may be caused during the scheduled event. The Park is to be left in the same condition it was before the event (see attached checklist).

The Responsible Party will abide by all the rules and regulations pertaining to Tilton Parks and understand that all debris, including decorations, must be removed and properly disposed of (see attached rules and regulations).

Signature of Responsible Party: _____

Approved by: _____
Park Commissioner, Selectmen, or Designee

PARK USE APPLICATION
Statement of Legal Release

I/We _____ of _____

Agree to hold harmless the Town of Tilton, Parks Commission and/or Commissioner(s) (personally), Town Employees, and/or Volunteers for accidents that may result from the entire program event. The requesting organization or individual assumes any and all responsibility when using the facilities for special use and will see that the facility is clean and made presentable before leaving the premises and will immediately report any damages.

NO vehicle traffic is permitted on any of the Park's grassy areas or trails. The Town of Tilton reserves the right to bill you and/or your organization for any unforeseen expense or damages to the Park or property.

I HAVE READ AND CONSENT TO ALL THE INFORMATION CONTAINED IN THIS DOCUMENT. I UNDERSTAND AND AGREE THAT THE POLICIES ARE STRICTLY ENFORCED.

Signature of Authorized Agent/s _____

Date: _____

Park Commissioner Initials _____

Riverfront Park Inspection Checklist

Pre Event Walk Through Date: _____

Picnic Tables

Damage:	Yes:	No:
Dirty:	Yes:	No:

Benches:

Damage:	Yes:	No:
Dirty:	Yes:	No:

Bathrooms

Damage:	Yes:	No:
Dirty:	Yes:	No:
Soap, Paper & Towels:	Yes:	No:

Kitchen Area

Damage:	Yes:	No:
Dirty:	Yes:	No:
Trash bags:	Yes:	No:

Pavilion Structure

Damage:	Yes:	No:
Dirty:	Yes:	No:

Display Case

Damage:	Yes:	No:
Dirty:	Yes:	No:

Lights

Damage:	Yes:	No:
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Responsible Party Signature

Inspector Signature

Post Event Walk Through Date: _____

Toilet Supplies, Pavilion Area Clean, Graffiti, Lawn Damage, Tree or Plant Damage, etc: _____ _____

Responsible Party Signature

Inspector Signature