

## **2020 Gazebo (Lewellen Bandstand) Use Request Form**

Town of Hopkinton Recreation Department  
330 Main Street, Hopkinton NH 03229  
Recreation Director (603) 746-8263

Please submit request forms to the Recreation Department a minimum of 2 weeks prior to the requested date. *The Gazebo is considered a public outdoor space and the Town of Hopkinton cannot guarantee that the Gazebo or its grounds will not be used by the general public during your event.* Gazebo use request forms are collected to track requested usage and prevent known overlaps of requests. The calendar can be viewed at [www.HopkintonRec.com](http://www.HopkintonRec.com).

Today's Date: \_\_\_\_\_

Name of Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

1. Are you a Town of Hopkinton Resident/Organization?    Y    N
2. Estimated number of persons using the facility during use? \_\_\_\_\_
3. For what purpose are you requesting use? \_\_\_\_\_
4. Will you be bringing/using private equipment? Y N  
Details: \_\_\_\_\_
5. Are you charging a fee to your participants or an admission fee?    Y    N    How much \$ \_\_\_\_\_ p/p
6. Is your activity/event/program open to the public or by invitation only? \_\_\_\_\_
7. Will there be any soliciting or fund raising present? Y N  
Details: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**RESERVATION AGREEMENT & WAIVER**

Applicant hereby agrees to release and hold harmless the Town of Hopkinton, its employees and agents from any liability or personal injury, or the loss of or damage to personal property, which may arise in any way by use or occupancy of the named facility. I hereby certify that I have read the Recreation Fields & Facilities Use Policy No. 42 and am responsible to ensure that my event/program abides by this policy. I understand that I am responsible for lost, stolen, and/or damaged equipment belonging to the Town. I understand that I must abide by all rules, regulations, policies, and procedures as they apply to my reservation/rental. My signature further indicates that I have read this statement and all of the information contained herein is true.

**APPLICANT:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_