



Please Note:

Requests must be received 30 days in advance of use (whenever possible). Requests must go before the Land Use Working Group, they may also need approval from the Emergency Management Working Group and the Board of Selectmen.

**Application for Use of Public Lands
Or Town Facilities
Town of Raymond, NH**

Date of Application: _____ Date Received (office use only): _____

Organization Requesting Use: _____

Responsible Person's Name: _____

Address: _____

Telephone: (H) _____ (C) _____

Email Address: _____

Public Land to be used: _____

Public Roads to be used: (if applicable): _____

➤ **Attach maps with routes marked to show plan for any event on public roads. (Attach extra sheets to this form, if applicable)**

Are you requesting any public road closures: **YES / NO** list roads: _____

Detailed Description of use: _____

Description of Raymond Community Impact: _____

Date(s) of proposed use: _____

Starting Time: _____ Ending Time: _____
(Make sure to include set-up and clean-up time)

Will an inclement weather date be needed? If yes, what is the proposed date: _____

Maximum (estimated) number of people attending event: _____

YES NO Will sound amplifiers / PA systems / air horns be used? If yes, describe use: _____

YES NO Will the applicant be generating revenue of any kind for the event? If yes, describe: ____

YES NO Will there be fundraising, solicitation, or fees charged while on town property? If yes, describe: _____

YES NO Will food / beverages* / merchandise be sold? If so, describe: _____

**Youth sports field rentals - applicants may not run concessions unless approved by the youth sports organizations.*

YES NO Will portable bathrooms be needed? if so, number of units: _____

YES NO Will the event require field preparation / painting / lining? If so, describe: _____

YES NO Will you require access to electricity? If yes, describe need: _____

YES NO All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. Will a dumpster rental be necessary? If yes, what is the amount of waste anticipated? _____

YES NO Will police protection / traffic control / parking management be necessary? If yes, you will need to contact the Raymond Police Department (895-4747) to schedule.

YES NO Are there any special provisions / requests that are not addressed? _____

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- **Proof of Insurance must be provided for all organizations/vendors/businesses naming the Town as the second insured prior to event and on file with the Town Office (if not a Town sponsored event)**
- **Please fill out this application and deliver to the Town of Raymond, NH, 4 Epping Street, Raymond, NH 03077, Attention: Land Use Working Group.**
- **Please note: If you are planning on using the Recreational Rails to Trails for your event, make sure you contact DRED (Department of Resources and Economic Development) at 271-2665 to get a permit.**

If applicable, you will be asked to meet with the Land Use Work Group and/or Emergency Mgt. Working Group for final approval at a minimum of 14 days prior to event. The organization may be asked to appear before the Board of Selectmen when the request is posted to the meeting agenda. The Town Manager's Assistant will see you on the Friday before the meeting.

Disclosure: Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.

Land Use Working Group Approval

Signature: _____

Date: _____

Emergency Mgt. Working Group Approval

Signature: _____

Date: _____

<i>Office Use Only</i>
Total Fees: _____
Paid: CASH / Check # _____
Date: _____
Total Fines: _____
Paid: CASH / Check # _____

Board of Selectmen, Chair Approval

Signature: _____

Date: _____



Town of Raymond, New Hampshire Fee Schedule for Facilities/Events

Location/Event	Non-Profit Organizations		For-Profit Organizations	
Town Common	\$50		\$200	
Riverside Park	\$50		\$200	
- Disc Golf Course (Tournament)	\$6 per player		\$10 per player	
Cammett Rec Area	Hour	Game Block	Hour	Game Block
- CRA Baseball 1	\$25	\$50	\$50	\$100
- CRA Baseball 2	\$25	\$50	\$50	\$100
- CRA Baseball 3	\$25	\$50	\$50	\$100
- CRA Soccer U14	\$75	\$125	\$125	\$225
- CRA Soccer U12	\$50	\$75	\$75	\$125
- CRA Soccer U10	\$40	\$50	\$75	\$100
107 Fields	Hour	Game Block	Hour	Game Block
- 107 Football Field	\$75	\$150	\$125	\$250
- 107 Babe Ruth Field	\$75	\$125	\$125	\$225
- 107 Softball 1	\$25	\$50	\$50	\$100
- 107 Softball 2	\$25	\$50	\$50	\$100
- 107 T-ball Field	\$25	\$50	\$50	\$100
Torrent Hall	\$25 (2-hours)		\$50 (2-hours)	
Road Race Permit	\$100		\$250	

- Fees are list per hour and by a one game block unless noted.
- Painting / Lining Fees per field (\$50 discount for additional fields on same date)
- Football Field \$250
- Soccer/Lacrosse/Field Hockey \$150
- Baseball/Softball \$100

Set-up / Clean-up / Maintenance charge is \$50 per employee per hour. To be billed following the event. Any organization who does not make payment will be prohibited from future use.

There may be additional costs associated with Port-a-Johns, Dumpster Use/Waste Disposal, Electrical Use, and Road Closures/Police Details based on the type of event. These will be charged on an actual cost for each activity if required.

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