

# Ashland Booster Club & L.W. Packard Field Rental Information

Name of Authorized Person \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell)

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

Date of event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Facilities used (circle):  Booster Club / Packard Field

Will your organization be cooking at this event? \_\_\_\_\_

Approx. number of participants: \_\_\_\_\_ (not to exceed 75 people)

Please return to: Ashland Parks & Recreation Department  
PO Box 517 / 20 Highland Street  
Ashland, NH 03217

## **Indemnification:**

In consideration for allowing the use of a Recreational Facility and in full recognition of the town's fiduciary responsibility to protect town property and assets, the user hereby covenants and agrees at all times to indemnify and hold harmless the town; its officials and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of a town recreation facility, by the user, employees, agents, representatives, contractors, customers, guests and invitees.

## **Insurance:**

As evidence of its financial ability to indemnify the town, during the term of this agreement, the permit holder shall obtain and pay premiums for Commercial general Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of the agreement

## BOOSTER CLUB/PACKARD FIELD RENTAL INFORMATION

The Booster Club Building and Packard Field are available for public use. The building holds 75 people comfortably. All scheduling is done through the Parks and Recreation Director.

The building is equipped with a full kitchen (**no frying**), two bathrooms, a DVD, a television, a VCR, tables and chairs. The building is wheelchair accessible and ADA compliant. You will want to bring your own serving dishes, utensils, dishtowels and pans as we have a limited supply of these items. Any use of other recreational equipment must be approved by the Parks and Recreation Director.

- Call 603-968-9209 for availability
- Fill out attached rental form
- Pick up key at Town Office on the Friday before the rental unless other arrangements have been made
- Return key and checkout list found below to the Town Office — no refund will be made unless this is done
- Usage of the building and grounds must follow the rules of any town facility
- The use of alcohol is prohibited on Town of Ashland Property
- Fees - \$100 half day (up to 5 hours); \$140 full day (over 5 hours)

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### Check Out List

Name \_\_\_\_\_

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

Date of Rental \_\_\_\_\_ Half Day \_\_\_\_\_ Full Day \_\_\_\_\_

Reason for rental: \_\_\_\_\_

This completed checklist and the key must be return to the Ashland Town Office in order to process your refund:

	Check that the front and ramp doors are locked
	Check that all windows are closed and locked
	Check that all lights are turned off (bathrooms, kitchen, porch, and main room)
	Separate recyclables and place in bins at the side of the building
	Take garbage to trash bin at the side of the building
	Turn heat down to 60 degrees
	Check to make sure the oven vent fan is turned off

Please put everything that was used back in its' original place

When the key is returned to the Town Office and the building has been checked by the Parks and Recreation Director, your deposit will be processed and sent to you in a timely manner..