



**Town of Hamilton**  
Town Hall – Department of Public Works  
Hamilton, Massachusetts 01936  
978-626-5227

Park Director: \_\_\_\_\_  
Recreation Director: \_\_\_\_\_  
Police Chief: \_\_\_\_\_  
Fire Chief: \_\_\_\_\_

## REQUEST FOR USE OF TOWN FACILITIES

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

Organization Name: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Event:    Park    Recreation    School    Town

Description of Event: \_\_\_\_\_

Area/Field you are requesting: \_\_\_\_\_

Number of Attendants: \_\_\_\_\_

\_\_\_\_\_  
(name) accepts full responsibility to comply with and abide by all regulations of the Town of Hamilton governing the use of Town property and to hold harmless and to defend the Town of Hamilton against claims of any type whatsoever arising in any way from use by our organization of the property and its facilities. We have provided the Town with a certificate of insurance, with comprehensive general liability coverage in the amount of at least \$1,000,000 per occurrence, \$3,000,000 aggregate, naming the Town as additional insured.

It is understood that the use of alcoholic beverages on Town property requires a license. It is further understood that parking is only permitted in designated parking areas and never permitted on the grass or other lawn areas. All litter and refuse of any kind shall be removed and the property returned to its original condition before use. If the Town incurs any expense due to our failure to comply with the above terms, we agree to be responsible and to pay the Town's expenses forthwith. We understand that there may be other conditions of use, which we will discuss with the Town Manager and abide by.

We agree to notify the Hamilton Police Department to inform them of the event and to pay for a police detail if required.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Approval for the Town \_\_\_\_\_ Date: \_\_\_\_\_

**Town Manager**