

Request for Use of Moore Park – Town of Paris, Maine

Name of Applicant: _____

Address: _____

Email: _____

Phone: h _____ c _____ w _____

Event Description: _____

Event Date: _____ Start Time: _____ End Time: _____

Are you a resident of Paris? (Or, if a business, are you located in Paris?) **Y N**

Number of people expected to be in attendance: _____ Can anybody attend the event? **Y N**

If no, who can attend? _____

Are you requesting use of electricity (lights, outlets, etc. in the gazebo)? **Y N**

if so, an additional \$10 is required; this is non-refundable.

DEPOSIT

I/we understand that a \$25 deposit is needed to consider my request. If my/our request is denied, my/our \$25 will be returned. If my/our request is approved, my/our \$25 will be held until after the event. If the facility is returned the way it was found, the \$25 will be returned; if the facility needs maintenance after the event, the \$25 will be retained by the Town of Paris to compensate for such. I/we agree to abide by the attached "Use of Moore Park Policy" and agree to hold the Town of Paris harmless from any liability that may arise or occur as a result of, or by cause of, the event. I/we realize that to obtain refund of my/our \$25 deposit, is available.

WASTE

I/we will clean the park after the event; I/we understand that though there are trash receptacles in the park, they are not for large group use. All trash must be removed.

POLICE SERVICE

I/we realize that those using the park must pay for any necessary police services. **For any event over 50 people (including children), police services must be booked through the Town of Paris Police Department;** your event will not be approved until that has been completed. Police are billable at a rate of \$43/hour for a two hour minimum. Contact Paris Police Chief at 743-0549 if this pertains to your situation.

PARKING

No vehicles are allowed to park on the grass. **No more than 10 vehicles are allowed to park around the perimeter of Moore Park; alternate parking arrangements must be made.**

ELECTRICITY

I/we realize that if I/we want to use electricity at my/our event (lights, outlets, etc. in the gazebo), an additional \$10 **non-refundable** deposit is required at time of request.

PUBLIC SPACE

I/we realize that Moore Park is a public space and that others may be using the park during my/our event. The Town of Paris will not book two large events at once, but cannot ensure that Moore Park will be completely void of folks enjoying casual recreation/leisure at your requested time.

Signature: _____

Date: _____

Signature: _____

Date: _____

General Deposit: \$25 Circle one: cash check

(check # : _____)

Electricity Deposit: \$10 Circle one: cash check

(check # : _____) **this is non-refundable

DO NOT WRITE BELOW THIS LINE

Approval, Parks & Recreation Chair person

Signature: _____

Date: _____

Approval, Town Manager

Signature: _____

Date: _____

Questions? Contact the Paris Town Office at (207) 743-2501.

Form and \$25 deposit should be returned to the **front desk** at Paris Town Office, 33 Market Square, South Paris, Maine 04281.

It usually takes at least one week to process your request.