



TOWN OF BOW

Office of the Town Manager 10 Grandview Rd., Bow, NH 03304 | Phone (603) 223-3910
Parks and Recreation Dept. 3 Bow Center Rd., Bow, NH 03304 | Phone (603) 223-3920
Website www.bownh.gov

Application for Use of Town Building

	Bow Community Center	Bow Bandstand	Bow Old Town Hall	Bow Bog Meeting House
Location	3 Bow Center Rd.	1 Knox Rd.	91 Bow Center Rd.	111 Bow Bog Rd.
Description	50'x80' multipurpose room. Heat. No air conditioning	23' octagonal, outdoor gazebo	34'x44' multipurpose room and kitchen. Heat and air conditioning available.	Historic church-style meeting house. No plumbing, heating, etc.
Maximum capacity	250	n/a	85 seated, 99 standing	99
Tables	21 8-ft. rectangle tables	0	9 5-ft. round tables 6 rectangle tables (various sizes) 5 mini bistro tables	
Chairs	150 folding chairs	0	80 folding chairs	8 rows of pews
Contact	Parks & Recreation (603) 223-3920 dlittle@bownh.gov	Parks & Recreation (603) 223-3920 dlittle@bownh.gov	Town Admin. Assistant (603) 223-3911 ext. 110 tlindquist@bownh.gov	Town Admin. Assistant (603) 223-3911 ext. 110 tlindquist@bownh.gov

Town Building(s) requested (see chart above): _____

Name of Organization/Group you are representing: _____

Name of Contact Person(s): _____

Mailing Address: _____

Email: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

Description of the event(s): _____

Date(s) of event: _____

Set-Up & Closing Time: _____ Time of the actual event: _____

Number of persons expected: _____ Number of cars expected: _____

Will you be using the kitchen? Yes No Will you use the stage (Community Ctr. Only)? Yes No

Do you plan to serve alcohol or BYOB? Yes No (if yes, liability insurance will be required)

Please describe if any decorations will be used: _____

Other comments: _____

The following person(s) will be responsible for picking up the key, and will return the key immediately after

closing the facility: Name: _____ Phone: _____

Name: _____ Phone: _____

Contact Person Signature: _____ Date: _____

Fees (please check one)

Cash or Check made payable to the Town of Bow

- _____ **Individual Bow Residents**.....\$220/day Rental Fee
 Security Deposit \$75 for 25 people or less / \$150 for over 25 people
Domiciled resident(s) of the Town of Bow, New Hampshire.

- _____ **Non-Bow Organizations/Individuals**\$320/day Rental Fee
 Security Deposit.....75 for 25 people or less / \$150 for over 25 people
Groups/organizations not based in Bow and individuals who are not a resident of Bow.

- _____ **Bow Community Interest Groups/Organizations**..... \$50/year Annual Rental Fee
Groups/ organizations based in Bow, devoted to meeting the educational, social or recreational needs and the development and betterment of Bow residents. 50% of the group/organization members must be residents of Bow.

- _____ **Designated Bow Organization** \$10/year Annual Rental Fee
Organizations as designated by the Board of Selectmen, including Bow Community Men's Club, Rotary Club of Bow, Bow Garden Club, Bow Fire Department Ladies Auxiliary, Bow Young at Heart Club, Bow Open Spaces, Bow Athletic Club, Bow Pioneers Snowmobile Club, Bow Soccer Club, Bow Youth Football, Boy Scout Troop 75, Bow Girl Scouts, Bow Booster Club, and Marine Corp League.

- _____ **Town Department or School** \$0
Town of Bow municipal government body, departments or Bow School District

Additional Fees (please check if applicable)

- _____ **Bell Ringer Fee** \$25
Bow Bog Meeting House only.

- _____ **Police Detail**..... \$70/hour
Police detail may be required by Bow Chief of Police or if alcohol is served. A minimum of 4-hours will be charged.
 FOR OFFICE USE ONLY: Bow PD Notified _____

- _____ **Fire Watch**..... \$42/hour
Fire watch may be required by Bow Fire Chief. A minimum of 2-hours will be charged.
 FOR OFFICE USE ONLY: Bow FD Notified _____

SOURCE:

Code of the Town of Bow, Division 2, Board of Selectmen Regulations, Ch. 159. Town Buildings and Grounds, Articles I-IV. Effective 6/30/2015

FOR TOWN USE ONLY		
SECURITY DEPOSIT	RENTAL FEE	BELL RINGER FEE
Date Received: _____	Date received: _____	Date received: _____
Cash /Check: _____	Cash /Check: _____	Cash /Check: _____
Amount Paid: _____	Amount Paid: _____	Amount Paid: _____
Bow PD Fee: _____ <i>(Bow PD will bill directly)</i>		Bow FD Fee: _____ <i>(Bow FD will bill directly)</i>