

BEDFORD VILLAGE COMMON – GAZEBO USE “WEDDING CEREMONIES”



The event organizer should contact the Parks & Recreation Department at 472-5242 or e-mail: jobrien@bedfordnh.org with information regarding what type of event, the date and time of event.

Outdoor events or wedding ceremonies to be performed at the Gazebo of the Bedford Village Common Park are restricted to ceremonies only. Receptions and use of alcohol are not permitted.

Interested parties should contact the Parks & Recreation Department at 472-5242 or e-mail jobrien@bedfordnh.org to request a “Facility Use Application form” and Insurance guidelines to get permission to use the Gazebo. After returning the completed application and a Certificate of Insurance* your application will be reviewed and a permit for use will be presented.

**(A Current Certificate of Insurance naming the Town of Bedford as an additionally insured on file with the Parks & Recreation Department. (The insurance policy must provide for general liability coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for personal injury, bodily injury and property damage).*

Your ceremony will be held in a public park. Therefore, even though you have obtained a permit, you may not interfere with the public use of the park.

The Recreation Department permit that will be sent to you will ensure you that for the specific date and time you have scheduled, we will not book any other events in the immediate area.

Throwing of confetti and/or similar material in our parks is strictly prohibited. Please ensure that prior to the ceremony an announcement is made to ensure guests and participants are aware of this restriction.

Please remember that the park belongs to everyone, and all are welcome to enjoy the park. Areas cannot be roped off or otherwise isolated from public access.

Recommended by Parks & Recreation Manager – 4/23/14
Revised by Parks & Recreation Commission – 4/11/24

TOWN OF BEDFORD

APPLICATION FOR USE OF BEDFORD VILLAGE COMMON

Name of Organization: _____

Date(s) of Use: _____

Set-up Time: _____ Actual Event Start Time: _____ End Time: _____

Type of Function: _____

Expected Attendance: _____ Bedford Resident: _____ Non-Resident: _____

Type of Entertainment (please be specific) _____

Not For Profit Organization: YES, _____ NO _____ (If for profit, give details in comment section)

Are any fees to be charged to people attending the function? YES, _____ NO _____ (If YES, give details in comment section)

PERSON IN CHARGE

Name: _____

Address: _____

Telephone Number: _____

E-mail address: _____

Waiver: I have read and understand the procedures and requirements for using the Bedford Village Common and further understand that the Town of Bedford cannot be held liable for any claim's incidental to the conduct of the activities. I also acknowledge that I am 21 years or older.

Signature: _____ Date: _____

COMMENTS: _____

*****OFFICE USE*****

Request received on: _____ Police Officer Needed: _____

Approved by Parks & Recreation Dept: _____ Fee Charged: _____

TOTAL CHARGE: _____ (FEE TO BE PAID PRIOR TO USE)

Request is: Approved _____ Denied _____ By: _____