

**TOWN OF RICHLAND
APPLICATION FOR USE OF THE JOHN BEN SNOW
COMPLEX AND JOHN S. HALDANE ARENA**

Date of Application _____

AREA TO BE USED

Field or Area _____ Haldane Arena _____ Pavilion _____

Date _____ Time _____

Organization Requesting Use _____

Purpose _____

Contact Name _____ Address _____

E-mail _____ Phone # _____

Number of people expected to attend the event _____

Name, Address, and Phone # of Insurance Carrier, Agents Name and

Phone # (if applicable) _____

Drop off application at the Town of Richland Town Clerk's Office or e-mail to townclerk@townofrichland.org

OFFICE USE ONLY:

Kevin Balcom/Haldane Supervisor: Approved _____ Not Approved _____

Town of Richland Supervisor: (for Arena Use Only) Approved _____ Not Approved _____

Haldane Committee Chair: (for Arena Use Only) Approved _____ Not Approved _____

Haldane conditions for approval (if any): _____

**Rental Fee of \$50 Refundable Deposit of \$25 Refunded on _____
(after inspection by the Town)**

TOTAL DUE \$75 Pd. On _____ Cash or Check # _____

Requirements for using the fields or pavilion:

At the close of the event, all debris and trash must be picked up and removed by the organization (carry in, carry out). The applicant must pay for any damage to the pavilion or grounds.