



CITY OF PORTSMOUTH, NEW HAMPSHIRE

PRESCOTT PARK WEDDING RESERVATION REQUEST FORM

Please return to Recreation Department at bsullivan@cityofportsmouth.com

INSTRUCTIONS: Please print or type all information clearly, sign and return to Portsmouth Recreation, 100 Campus Drive, Portsmouth, NH 03801
Return by e-mail to bsullivan@cityofportsmouth.com

APPLICANT INFORMATION

Person A Name (primary contact person):

Address:

Phone:

Email:

Person B Name:

Address:

Phone:

Email:

WEDDING REQUEST

- Park Location Requested (see website for map):
- Requested Date:
- Time of Ceremony (we book 1-hour before and 1-hour after):
- Number of Participants:

WEDDING RESERVATION FEE

- Payment due within 7 days of confirmation.
- Wedding free waived when either one of the persons being married is a Portsmouth resident.
- In the event of inclement weather, a request for refund will be granted

\$150.00 - Weddings which include 1 - 10 participants in total

\$375.00 - Weddings which include more than 10 but less than 74 participants in total

\$750.00 - Wedding which include more than 75 participants in total

PRESCOTT PARK AGREEMENT

- Please be aware that this is a public park and open to various activities including the Prescott Parks Arts Festival, City-wide events, Gundalow Company, Players Ring Theatre, and Strawberry Banke. It is advisable to check their websites for activity information.
- I have read and understand the Wedding Policy for Prescott Park. I agree to abide by the rules and regulations contained therein (see website for complete details).

Signature:

Date: