



**CITY OF PORTSMOUTH, NEW HAMPSHIRE
PRESCOTT PARK WEDDING
RESERVATION REQUEST**

INSTRUCTIONS: Please print or type all information clearly and that this application is signed when it is returned to the City Clerk's office, 1 Junkins Avenue, Portsmouth, NH 03801 or scanned and returned via e-mail vafrench@cityofportsmouth.com

APPLICANT INFORMATION

Person A Name: _____ Phone: _____

Address*: _____
Street City State Zip

Person B Name: _____ Phone: _____

Address*: _____
Street City State Zip

Prime Contact Person: _____

E-Mail Address: _____

Requested Date: _____ Time Requested: _____ Number of Participants: _____
Time of Ceremony: _____

Park Location Requested: _____

See Map: <https://www.cityofportsmouth.com/prescottpark/weddings-map>

WEDDING RESERVATION FEE: Payment due within 7 days of confirmation.

Please note: Fee shall be refunded in event of inclement weather)

- ✓ \$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

***The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident.**

Please be aware that this is a public park and open to various activities on a daily basis. You can check for information regarding the Prescott Parks Arts Festival and/or other activities in the area that may affect your wedding event. <https://www.cityofportsmouth.com/city/community-events-calendar>
<https://www.prescottpark.org/events>

I have read and understand the Wedding Policy for Prescott Park. I agree to abide by the rules and regulations contained therein. <https://www.cityofportsmouth.com/prescott-park/rules-regulations>

Signature: _____ Date: _____

Confirmation Date: _____ Payment Rcvd: _____ Authorized by: _____