



**APPLICATION FORM**

**COMMITMENT OF INTENTION:** Friday November 18, 2016—Please email us, at [lmartin@peterboroughnh.gov](mailto:lmartin@peterboroughnh.gov), with your Contact Name, Email, Phone(s), and Theme, so we may plan accordingly and contact you, if necessary.

**APPLICATION FORM DEADLINE:** Monday November 28, 2016.

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Group/Business/School/Individual(s) Sponsoring Tree (if applicable) \_\_\_\_\_

\_\_\_\_\_

Please donate my tree to the raffle.     Please donate my decorations only.     I would like to keep my tree and decorations.

Artificial (inside)     Real (outside- must be staked)     Floor Tree     Table-top Tree

Name of Tree (required for reference at the event) \_\_\_\_\_

Theme of Tree \_\_\_\_\_

Brief Description of Tree for Brochure \_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENT AND RELEASE**

Participation in this activity may involve risk of injury. As a parent, guardian or participant, I am aware of these hazards and my ability to participate. In consideration for participation in this activity, I hereby for myself, my heirs, executors and administrators waive and release all rights and claims against the Town of Peterborough, its officers, employees, agents, volunteers and supervisors, except in the case of their sole negligence, from all losses, injury, damages, fees and other expenses, arising out of or in connection with participation in the activity. In addition, I give my permission for the agents, servants, employees, and officials to the Town of Peterborough to use their sole discretion in seeking and providing treatment for the participant(s) by qualified medical personnel in the event that the above-named participant cannot be reached at the phone numbers provided. I authorize the Peterborough Recreation Department to reasonable use of any and all images and statements of/by/about the participant during any part of a Peterborough Recreation Department program for promotional purposes.

**I hereby acknowledge receipt of the Peterborough Recreation Department’s Rules and Regulations, pertaining to the Holiday Trees in Peterborough event, and hereby agree to abide by and adhere to all Rules and Regulations. I further understand the Rules and Regulations are subject to changes without notice.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



## **RULES AND REGULATIONS**

1. The Decorated Tree is a donation to Holiday Trees in Peterborough and will be raffled on Sunday at the Peterborough Community Center, unless otherwise specified on the Application Form.
2. Trees should have a tree skirt, topper and UL-approved miniature lights (preferably warm white or color LEDs).
3. ALL ITEMS SET UP INSIDE MUST BE ARTIFICIAL to adhere to municipal and NH state code requirements AND MUST MEET OR EXCEED ALL FIRE, HAZARDOUS MATERIAL, UL ELECTRICAL AND SAFETY REGULATIONS. Outside trees may be real, but decorations must still meet or exceed all fire, hazardous material, UL electrical and safety regulations. OUTSIDE TREES MUST BE STAKED SECURELY SO THEY WILL NOT FALL OVER IN WIND OR HEAVY RAIN.
4. Tree heights may range from mini (up to 24") to large (12' maximum).
5. Make sure tall trees are adequately supported to avoid toppling.
6. THE FOLLOWING ITEMS **MAY NOT BE USED** FOR HEALTH AND SAFETY REASONS:  
Unwrapped edible items, spray adhesives, loose glitter, confetti, artificial snow, or any flammable items left loosely on tree or tree skirt. Glitter-covered ornaments are allowed.
7. All ornament preparation must be done BEFORE setting up tree. For example, allow sufficient time for hand-made decorations to dry. No spraying or hot gluing on-site is permitted.
8. Placement of trees will be determined by the Holiday Trees in Peterborough Committee.
9. The Committee reserves the right to reject any inappropriate themes or items. All judges' decisions are final.
10. If providing gift certificates or tickets to a performance, etc. on your display, please copy the original and place it on your tree. The originals will be held by staff or a member of the Peterborough Recreation Committee until a winner is announced.
11. **Please provide your own extension cord** (labeled with your name) and, if needed, power strips. All must be in good, workable order.
12. TREE SETUP—THURSDAY, DECEMBER 8, 1–9PM. Please come early to make sure you are done by closing time.
13. Please keep in mind that your tree may be viewed from all sides.
14. Please bring step stool or ladder, if one is required.
15. Please take any boxes and packaging materials home with you. Items left behind will be discarded.
16. NO SMOKING ALLOWED.
17. APPLICATION ACCEPTANCE—Applications will be considered in the order they are received at the Peterborough Recreation Department. Due to space requirements and local fire codes, not all applications may be accepted. Final acceptance of complete forms will be determined on a first-come/first-served basis. Your early submission of your COMMITMENT OF INTENTION and your APPLICATION FORM will enhance your chances of participation. You will be notified if your application is not accepted for this event.
18. NON-RAFFLE TREES should be collected after the event, between 3–6PM on Sunday, unless you make other arrangements in advance with the Recreation Department. **Trees may not be disassembled before 3:00PM on Sunday.**

**PLEASE COMPLETE APPLICATION ONLINE AT [www.peterboroughrec.com](http://www.peterboroughrec.com) OR RETURN FORM TO:  
Holiday Trees, Peterborough Recreation Department, 64 Union Street, Peterborough, NH 03458; 603-924-8080.**