

**GUIDELINES FOR USE OF THE  
ARTHUR E. MCNEIL III  
MEMORIAL GAZEBO**

Use of the Gazebo must be scheduled through the Selectmen's Office a minimum of 14 days prior to the date of use. Reservations may be made by calling 798-4541, Monday through Thursday 8:00 AM to 4:00 PM and Tuesday evening from 6:00 PM to 9:00 PM.

The Gazebo is available to Loudon residents free of charge.

The following rules apply:

- A. Decorations are allowed but PLEASE NO NAILS, TACKS, PUSH PINS, or STAPLES.
- B. No Rice or Confetti.
- C. ALL TRASH AND DEBRIS MUST BE COLLECTED FROM THE GAZEBO AND THE SURROUNDING GROUNDS FOLLOWING THE EVENT.
- D. Guest parking should not interfere with other activities taking place at the Recreation Area, and shall be restricted to designated parking areas.
- E. Tents and Canopies are allowed as long as they are positioned so as not to interfere with other activities. Ropes and Stakes should be clearly marked to eliminate injury. All holes made by stakes/poles must be filled in following the event.
- F. If electricity is required for the Gazebo, the Selectmen's Office must be notified prior to the event.
- G. If access to the American Legion building through the adjoining gate is required, you must notify the Legion Officer directly to obtain approval/authorization.
- H. The Selectmen reserve the right to make whatever additional terms and conditions, they deem necessary.
- I. PAYMENT FOR ANY DAMAGE RESULTING TO THE GAZEBO OR SURROUNDING GROUNDS, AS WELL AS TRASH REMOVAL IF REQUIRED WILL BE THE RESPONSIBILITY OF THE PARTY WHOSE NAME APPEARS BELOW.
- J. NO ALCOHOLIC BEVERAGES ALLOWED ON TOWN PROPERTY.

I have read the above guidelines for use of the Gazebo and accept complete responsibility.

DATE OF FUNCTION: \_\_\_\_\_ TYPE OF FUNCTION: \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_