

Please be advised that when you book an event with Sanborn Regional School District it is the responsibility of the party requesting the facility to contact and secure the services of Police and Fire Departments. Based on the location of the facility, you are required to contact the police & fire departments in the town where the facility is located. Your event will not be booked and approved until this form has been filled out and submitted. Facility use requires 1 certified crowd control personnel for the 1<sup>st</sup> 50 people and 1 for every 250 people thereafter.

**Police Department**

Kingston Police Department  
16 Main Street, P. O. Box 201  
Kingston, NH 03848  
Tel: 603 642-4620

Newton Police Department  
2 Amesbury Road  
Newton, NH 03858  
Tel: 603 382-6774

Police Officer Required and Booked

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Signature of Police Department/Date

Police Officer Not Required

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Signature of Police Department/Date

**Fire Department/Crowd Control**

Kingston Fire Department  
148 Main Street, P. O. Box 302  
Kingston, NH 03848  
Tel: 603 642-3626

Newton Fire Department  
35 S. Main Street  
Newton, NH 03858  
Tel: 603 382-8811

Crowd Control Required and Booked

EMT Requested

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Signature of Fire Department/Date

Crowd Control Not Required

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Signature of Fire Department/Date

Crowd Control Provided by Organization

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Contact Information:

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Signature \_\_\_\_\_

Both the Kingston & Newton Fire Departments and their respective Police Departments reserve the right to call in additional personnel as needed, should the represented vendor/participant exceed what is stated. All expenses incurred will be the sole responsibility of the vendor/participant.