

### **Process for reserving Kelley Park / Pavilion:**

Kelley Park is open to the public and welcomes visitors of all ages. The pavilion operates on a first-come, first-served basis and cannot be reserved. However, if someone plans to host an event and wishes to use the concession building for restrooms or food service, a permit is required.

#### **First Steps:**

- Review Town of Bristol's [Building & Public Property Use Policy](#)
- Complete Town of [Bristol's Event & Use of Town Property Application](#)
- Submit completed application to the Town of Bristol at 5 School St or Email to [townadmin@bristolnh.gov](mailto:townadmin@bristolnh.gov)
- Town will review the application and verify if the location requested is available for use – if available, the Town will process the application.
- If approved, applicant will submit fee to Town of Bristol – refer to the Schedule of Fees - <https://www.bristolnh.gov/ImageRepository/Document?documentID=424>
- Once the fees are received, then a permit will be issued. Applicants are encouraged to review the permit for any conditions of approval and/or directions for accessing the property in question on the day of their event.