

FACILITY REQUEST FORM

Madison Beach and Recreation Department
 8 Campus Drive, Madison, CT 06443
 (203) 245-5623 Office | (203) 245-5643 Fax

\$25 Non-refundable application fee



This is a request for the use of facility ONLY. Do not make arrangements until final approval has been received by the Recreation Office.

Date Requested _____ Day: _____

FACILITY REQUESTED: *Please indicate correct year for your event.*

- Town Campus - Gym (Capacity 500)
- Surf Club Main Room/Kitchen (Capacity 72)
- Surf Club Main Room/Kitchen/Tent/Deck (Capacity 125) Seasonal Only
- Other Location Specify: _____

TIME*

Set-up start time _____ Set-up end time _____
 Event start time _____ Event end time _____
 Clean-up start _____ Clean-up end _____

*When you are allowed to enter building, including florist, caterers, equipment dropoff. All individuals related to rental must vacate by 11 PM

Type of Function _____ Number to attend: _____

Resident's Name _____ email _____

Address: _____

Home Phone _____ Business Phone _____ Cell Phone: _____

- *Will food & beverages be served? Yes No if yes, type: _____
- Will alcohol be present at function? Yes No (Served or brought in BYOB)
- Will an admission fee be charged? Yes No

Caterer's Name _____ Phone: _____

I understand, if approved, I will be required to execute an **Articles of Agreement for Use, Release and Waiver of Liability and Indemnity Agreement** and ***General Liability Insurance Certificate**. I further understand that I must abide by the *times on this contract, and all rules and regulations stated in the Rental Guidelines Packet pertaining to the facility being used or will ***risk forfeiture of security deposit.***

Signed By _____

Date _____

OFFICE USE ONLY

Facility Request Approved Denied

Signed By _____

Date _____

Facility Fee _____

Total Rental Fee _____

Tent Fee _____

Deposit due now _____

Received

Alcohol Permit Fee _____

Balance Due _____

Date Balance Is Due _____

Security/Damage Deposit \$500 \$550

Date Paid In Full _____

- Article of Agreement
- Release & Waiver of Liability and Indemnity Agreement Form
- Certificate of Liability Insurance

- Event Notification sent to PD
- Caterer Certificate of Insurance
- Rec Trac Reservation # _____