

APPLICATION FOR USE OF REIVERVIEW MARKETPLACE PAVILION

PLEASE PRINT

Organization: _____ Resident or Responsible Party: _____

Mailing address: _____

Cell Phone: _____ Email Address: _____

Specific Purpose of Use/Description of Activity:

Date(s) Requested: _____ Start/End Time of Use: _____

Estimated Number of Participants: Total _____

Open to the Public: Yes _____ NO _____

Name and address of Person Responsible for Reserving Facility:

Day Phone: _____ Cell Phone: _____ Email: _____

Signature of Applicant

Date

Remarks and Recommendation of Police Chief

Approved: _____ Disapproved: _____

Signature of Authorized Personnel

Date

Signature of Authorized Personnel

Date

Any questions can be directed to: Wilfred Bousquet, Parks and Recreation Director, at 860-963-6800 Ext. 141 or Wilfred.bousquet@putnamct.us

**RULES AND REGULATIONS GOVERNING THE RENTAL AND USE OF
RIVERVIEW MARKETPLACE PAVILION**

1. All reservations for use of the Riverview Marketplace Pavilion shall be made at the Putnam Parks and Recreation Dept. 126 Church St, Wilfred Bousquet 860-963-6800 Ext. 141
2. In addition to rental there is a key fee of \$20.00 (refunded when key is returned). Although the key must sometimes be picked up a day two in advance, the facility cannot be entered more than two hours in advance of the beginning time listed on the contract for decorating or set up, unless prior approval by Site Manager.
3. In addition to rental, there is a \$50.00 damage deposit fee. The deposit will be refunded upon approval of Site Representative, if no damage has occurred.
4. **NO, ALCOHOLIC BEVERAGES** may be sold or consumed on the premises.
5. Chairs, tables, other furniture and equipment must be furnished by renter. (No open flames, charcoal grills or fire pits).
6. NO nails, tacks or staples shall be allowed on the walls or ceilings. No stickers, tape or paints of any kind shall be permitted on the floor and columns. No furniture, fixtures or equipment moved into premises without the approval of the Site Representative.
7. The Town reserves the right to cancel any reservation if any false or misleading information has been given on the application or contract or if the Town determines that the scheduled function would be detrimental to the operation of the Pavilion.
8. The Town shall not be liable for property loss or personal injury sustained by any lessee or lessee's agents, guests or invitees as a result of the use of such Town facility.
9. The renting party will be responsible for returning the building and grounds, including the parking lot, to the condition in which it was found.
10. No one person or organization may reserve the building for more than 6 days in any twelve (12) consecutive calendar months, unless approved by the office of Parks and Recreation.
11. If an unforeseen circumstance were to occur, renter will only get 50% of the total rental fee back. Renter must call when incident occurs for verification. Please call Parks and Recreation Dept. at 860-963-6800 Ext. 141. Monday thru Wednesday 8:00 am-4:30 pm, Thursday 8:00 am-6:00 pm, Friday 8:00 am to 1:00 pm.
12. Contract must be filled out completely with all information.
13. All Trash Must be Removed and Facility be broom cleaned.
14. No reservation shall be effective until countersigned by the appropriate Town representative.
15. A **CERTIFICATE OF INSURANCE** is required with fee's and agreement.

I acknowledge and agree to follow the Rules and Regulations governing the rental use of the Riverview Marketplace Pavilion, including all the fees to be collected.

Renting Party Signature

Wilfred Bousquet, Parks and Recreation Director
Town of Putnam