

**APPLICATION FOR USE OF RIVERVIEW 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](mailto:wilfred.bousquet@putnamct.us)

## RIVERVIEW MARKETPLACE PAVILION RENTAL AGREEMENT CONTRACT

Between the Town of Putnam and \_\_\_\_\_ for the Rental of the Riverview Marketplace Pavilion on (Date of Function) \_\_\_\_\_ (Person's Name) \_\_\_\_\_ will be responsible for obtaining the key for use on this date.

The renting party will be responsible for returning the building to the condition in which It was found.

The Town of Putnam will not be responsible for any items lost or stolen or any accident or injury occurring during the function.

FEE TYPE	AMOUNT	DUE
Rental for PROFIT Organization	\$200	\$
Rental for NON-PROFIT Organization <i>(documentation of Non-profit status needed)</i>	\$50	\$
Key Fee <i>(refunded when key is returned)</i>	\$20	\$
Damage Deposit <i>(refunded upon approval of site representative)</i>	\$50	\$
Electrical Use Fee – 240V <i>(amount per event)</i>	\$50	\$
<b>TOTAL DUE</b> <i>(full amount due at contract signing)</i>		\$

Receipt# \_\_\_\_\_ Date: \_\_\_\_\_

I Agree to all the above:

\_\_\_\_\_  
 Renting Party                                      Address                                      Day Time Phone

\_\_\_\_\_  
 Director, Parks and Recreation Department

**Application and Contract must be complete**

**\*Any activities requiring Vendor Permit, you must contact the Town Clerk's office @ 860-963-6800 ext. 181**

2 page File: RiverviewMarketApplication  
 Entire File: File: RiverviewMarketApplication\_withRulesRegs

**RULES AND REGULATIONS GOVERNING THE RENTAL AND USE OF  
RIVERVIEW MARKETPLACE PAVILION  
18 Kennedy Drive, Putnam CT**

1. All reservations for use of the Riverview Marketplace Pavilion shall be made at the Putnam Parks and Recreation Dept., 200 School Street, 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 or two in advance, the facility cannot be entered more than two hours in advance of the beginning time listed on contract for decorating, 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 in 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 8:00-4:30pm, Thursday 8:00-6:00pm, Friday 8:00-1:00pm.
12. Contract must be completely filled out with all information.
13. All Trash Must be Removed and Facility be broom clean.
14. No reservation shall be effective until countersigned by the appropriate Town representative.
15. A certificate of insurance is required with fees and agreement.
16. The Riverview Marketplace can be rented by Non-Profit and Civic Groups only.

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.

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Renting Party Signature

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Wilfred Bousquet  
Town of Putnam  
Parks and Recreation Department Director