



Coventry Parks & Recreation Facility Reservation Application

*Organization/Groups

ORGANIZATION NAME: _____

REPRESENTATIVE NAME: _____

DATE OF BIRTH: _____ PHONE (C): _____ PHONE (H): _____

STREET: _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS: _____

DATE REQUESTED: _____ START TIME: _____ END TIME: _____

TYPE OF EVENT: _____ Expected Attendance: _____

Are you planning to serve alcohol? Yes* _____ No _____ *If Yes, please see attached policy/forms/fees.

Are you using a Caterer, DJ or Live Music? Yes _____ No _____ If coming by bus/van, # of buses/vans: _____

Are you planning to put up a tent? Yes _____ No _____ Sale of Tickets to the event: Yes _____ No _____ If yes, what is included for the ticket cost & what is the money for? _____

Please Check Your Choice:

LOCATION	Size	Capacity	Resident	<input checked="" type="checkbox"/>	Non-Resident	<input checked="" type="checkbox"/>
Patriots Park Lodge		125 standing, 64 seated	Non-Profit: \$5/hr. Corporate: \$10/hr before 5pm or \$45/hr after 5pm		Non-Profit: \$10/hr before 5pm or \$90/hr after 5pm Corporate: \$40/hr before 5pm or \$90/hr after 5pm	
Mill Brook Place	30'x33'	300 standing, 114 seated	Non-Profit: \$5/hr. Corporate: \$10/hr before 5pm or \$45/hr after 5pm		Non-Profit: \$10/hr before 5pm or \$90/hr after 5pm Corporate: \$40/hr before 5pm or \$90/hr after 5pm	
Pavilion: Patriots, Creaser (circle choice)	PP 25'x40' C 40'x60'	N/A	\$10/hr.		\$20/hr.	
The Market Barn	24'x36'	99 standing, 54 seated	\$30/hr.		\$60/hr.	
SECURITY DEPOSIT *			\$100.00		\$100.00	

_____ Hours x _____ per hour = \$ _____ + REFUNDABLE SECURITY DEPOSIT = \$ _____ (Total Due)

All Non-Profit groups MUST provide a copy of their current 501c3 Certificate.
All renters must provide a valid driver's license.
All Lodge Rentals held during the Coventry Beach Season (June – September) must provide a guest list of all invited attendees, to assist staff in parking accommodations.

RENTAL AGREEMENT & INDEMNIFICATION

Note: Reservation Not Valid Unless Signed* *Must be at least 21 years of age to sign

The Facility User agrees to indemnify and hold harmless the Town of Coventry, its employees, agents and representatives, and Connecticut Landmarks, from and against all claims of whatever nature arising from any act, omission, or negligence of the Facility User or of the Facility Users contractors, licensees, invitees, agents or employees or arising from any accident, injury or damage resulting from an act or omission on the part of the Facility User, its contractors, licenses, agents, employees or invitees. The Facility User also agrees to indemnify the Town of Coventry, its employees, agents, and representatives and Connecticut Landmarks for reasonable attorney fees and costs incurred as a result of any action or omission subject to this paragraph.

I, _____, representing _____ (organization), do hereby certify that I have read, understand and agree to abide by the guidelines, regulations and instructions governing the use of the Town's property, and agree to be held responsible for the facilities and property entrusted to me (us) Failure to do so will result in the forfeiture of security deposit, other costs incurred above deposit amount, and possible loss of future use of Parks & Recreation facilities. I realize that I must be approved by the Town Manager (or his designee) if I am to serve as the responsible party for this use. I further agree to hold the Town of Coventry and Connecticut Landmarks harmless for any loss and/or liability arising from my (our) use of the facility and facilities. I have received, read, understand and agree to comply with the Town of Coventry Parks and Recreation Department's Facility Use Policy.

Signature of Authorized representative of organization/individual assuming responsibility

Date

Deposit Paid: _____		Entered By: _____		FOR OFFICE USE ONLY:		Date: _____	Pmt. Type: Cash	CC	Ck. #: _____
Fee Paid: _____		Entered By: _____		Date: _____		Pmt. Type: Cash	CC	Ck. #: _____	