

# TOWN OF BETHANY



Town Hall – 40 Peck Road  
Bethany, Connecticut 06524-3378  
Telephone: (203) 393-2100 Fax: (203) 393-0828

## CENTER STATION USE PERMIT

Applicant/Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Representative: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Contact Chris Cofrancesco at 203-848-4067 at least one (1) week before the event to confirm the date and room set-up arrangements.**

*CENTER STATION CAN ACCOMMODATE UP TO 48 PEOPLE.*

**Reservation date: Day \_\_\_\_\_ Date \_\_\_\_\_**

**Time: From \_\_\_\_\_ To \_\_\_\_\_**

**\*Rental is available in four (4) hour increments only, including set up and clean up. Any additional time is charged at full rate\***

### RENTAL COST:

\$100 for Residents; \$200 for NON-Residents

*There is an additional **\$50.00 Non-Refundable reservation fee** due at time of scheduling.*

**Please make check payable to: Town of Bethany or**

**Pay online at: <https://www.websterpaymentlink.com/ebpp/bethanyparks/>**

**Full payment must be received at least 14 days prior to the event.**

**Cancellation deadline is 10 days before the event. No refunds will be given after the deadline.**

Signed: \_\_\_\_\_  
(Applicant/Representative)

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Approving Town Agent

Amount Paid: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Initials: \_\_\_\_\_

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## CENTER STATION CLEAN UP CHECKLIST

Name of Organization Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Reservation Date: \_\_\_\_\_

Please leave our Center Station and its surroundings clean. The following checklist will help you leave the facilities in good condition.

- Equipment**- Any equipment being used needs to be put back where designated at the end of the event.
- Decorations/Banners/Signs** – removed and disposed of properly
- Personal property** – removed
- Trash** – all trash is the responsibility of the group. All trash must be disposed of properly. There is a trash receptacle outside the back of the building.
- Lock up**- Please make sure the door is shut tight upon leaving. It will lock behind you.

Thank you for your cooperation and enjoy your event! We look forward to seeing you again!