

TOWN OF BETHANY



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

TOWN HALL GYM USE PERMIT

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

Contact Don Shea at 203-509-3883 at least one (1) week before the event to confirm the date and room set-up arrangements.

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:

\$200 for Residents; \$300 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: _____

Amount Paid: _____ Payment Type: _____



TOWN HALL GYM CLEAN UP CHECKLIST

Name of Organization Representative: _____

Mailing Address: _____

City/State/Zip: _____

Reservation Date: _____

Please leave our Gymnasium 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!