



**City of Waterbury
Department of Public Works
Bureau of Recreation**

Office Use Only
Application # _____

Facility and Equipment Application

Date: _____

Group/Organization: _____

Facility Requested: _____

Date(s) Requested: _____ Time(s) Requested: _____

Type of Event: _____

Attendance: _____

Additional needs or special requirements:

Requested By:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home: () _____ - _____ Cell: () _____ - _____

Alcoholic beverages are not allowed on park properties or in recreation facilities.

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(Office use only)

1. Insurance: Yes ___ No ___ Amount of coverage: _____

2. Police Protection: Yes ___ No ___ Police Permit: Yes ___ No ___

3. Other Permits (specify): _____

Comments: _____

Approved By: _____

Signature: _____ Date: _____

Total Cost: _____ Invoice # _____

Deposit: _____ Receipt # _____ Payment: _____ Receipt # _____

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Facility Rental Fees (cash or money order):

\$25.00 non-refundable deposit due at time of application (*Refundable only if request is denied)

\$70.00 for the first hour (consists of set up and closing)

\$40.00 for every additional hour after

Additional cost may be assigned for the use of kitchen and/or equipment.