APPLICATION FOR USE OF RIVERVIEW MARKETPLACE PAVILION

PLEASE PRINT

Organization:_____ Resident or Responsible Party:_____

Mailing Address:_____

Day Time 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

Direct questions to Delpha Very, Director of Putnam Economic & Community Development @ 860-963-6834. Thank you for your cooperation. (All applications will be reviewed by R MPFU Committee and Putnam Police Chief.)

RIVERVIEW MARKETPLACE PAVILION RENTAL AGREEMENT CONTRACT

Between the Town of Putnam and _____for the Rental of the Riverview Marketplace Pavilion on _____(Date of Function.)
_____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.

Rental Fee: Profit Organization- $ 200.00
Non-profit - $ 50.00
Key fee $ 20.00- (refunded when key is returned)
200 amp Electrical Svc.: $ 50.00 (non-refundable)

Damage Deposit: $ 50.00 (refunded upon approval of (Site Representative.)

Total Amount Due$ _____ (Full amount due at contract signing)

Receipt# _____Date:_____

I Agree to all the above:

_____ _____ _____
Renting Party Address Day Time Phone

_____
Director, Economic & Community Development Office

Application and Contract must be complete

***Any activities requiring Vendor Permit must contact the Town Clerk's office @ 860-963-6807**