MERWIN MEADOW RENTAL REQUEST

Thank you for inquiring about the use of Merwin Meadows. Please read the following:

- All requests are accepted on a first come, first served basis and should be submitted 2 weeks prior to the requested date for use. Upon completing the Merwin Meadow Request Form, please return to the Recreation Office for approval.

- We will accept / reject your request within a one week time frame. Full payment and a Certificate of Insurance for $1,000,000 naming the Town of Wilton as co-insured during the time of use must be received prior to use.

- Notice of cancellation of events must be made 24 hours in advance (48 hours if the event is scheduled for a weekend). Refund of fees is at the discretion of the Merwin Supervisor.

Please note that no rain dates will be given in advance. If inclement weather occurs on the day of your scheduled visit, please call our office at the above number to reschedule your visit pending availability.

Attached is the Merwin Meadows Request Form. If you have any questions concerning the aforementioned information, please feel free to call our office.

MERWIN MEADOW PARK RULES

The park is open from sunrise to sunset unless authorized by Parks & Rec. Please be respectful of patrons & nearby neighbors. Keep noise levels down. Parents / Caregivers are responsible for their children at all times. No littering. All trash must be deposited in the appropriate garbage containers. No propane tanks of any size permitted in the park at any time. Alcoholic beverages are NOT allowed.

I have read, understand and will abide by the above rules while in the park.

Signature:__________________________________
MERWIN MEADOW REQUEST FORM
HOURS: 10:00 AM – 7:00 PM

Name of Organization: __________________________________________________________

Main Contact Name: __________________________________________________________

Address: ___________________________________________ City: ___________ Email: ________________

Phone: (C) ___________________ (H) ___________________

Date Requested: ________________ Time Requested: ___________________

Number of Participants: Children ___________ Adults ___________

_____ YES  ____ NO

Does Your Group Plan To Swim?

_____ YES  ____ NO

Are Restroom Facilities Needed?

_____ YES  ____ NO

Is the Pavilion Required?

_____ YES  ____ NO

Is the 5' Charcoal BBQ Grill requested?

_____ YES  ____ NO

Is the Cornhole Game requested?

_____ YES  ____ NO

Is the Tug-of-War rope requested?

_____ YES  ____ NO

The fees below are for when lifeguards are present (Memorial Day to Labor Day). If your rental is outside of the time the lifeguards are present, only the custodial fee will be charged.

| RESIDENT USE FEE: |
|-------------------|-------------------|
| Up to 25 people = | $50.00            |
| 26 - 50 people =  | $100.00           |
| 51-75 people =    | $150.00           |
| 76-100 people =   | $200.00           |
| > than 100 people =| $250.00           |

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<thead>
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<th>NON-RESIDENT USE FEE:</th>
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<tr>
<td>Up to 25 people =</td>
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Custodial Fee: $60.00 in addition to the above fee on each reservation.

In addition to any fees, each group must provide the department with a $1,000,000.00 liability insurance policy naming the Town of Wilton as a co-insured. A certificate must be on file in the Recreation office at least one week prior to your event.

Group Rules:

• No alcohol is permitted in the park at any time.
• No Propane Tanks of any size permitted in the park at any time.

Payment:

• Once approved, please make a check payable to the Wilton Parks & Recreation within three days to hold your reservation.

I have read and understand all of the above rules: _______________________________________

Applicant’s Signature

Request Approved: ___________________ Additional Fee: ___________________

Request Denied: ___________________ Total Fee: ___________________