



TOWN OF BETHANY RESERVATION FORM

Town Hall - 40 Peck Road
Bethany, CT 06524
203-393-2100 ext. 2101
reservations@bethanyct.gov

Type of event: _____ Date(s) of event: _____

Date of form: _____ Approximate # of attendees: _____

(Please Check Organization & Location)

Organization:

- ☐ Tier 1: Town / BOE
- ☐ Tier 2: Non-Profit - [501(c)(3) required]
- ☐ Tier 3: Bethany Resident (Private)
- ☐ Tier 4: Non-Resident/For-Profit Entities

Location:

- ☐ Lakeview Lodge (Full Day)
- ☐ Bethany Airport
- ☐ Center Station (4hrs)
- ☐ Veteran's Park Pavilion (6hrs)
- ☐ Town Hall Gym (6hrs) - Audio/Visual? Y or N - *requires separate form* Kitchen? Y or N

Contact Name: _____ Phone #: _____

Company Name: _____ Email: _____

Address/City/Zip Code: _____

\$50 Non-Refundable Application Fee to Reserve Date + Facility Cost Below

Location	Tier 1 Town/BOE	Tier 2 Non-profit [Must provide 501(c)(3)]	Tier 3 Resident (Private)	Tier 4 Non-Resident/For- Profit Entities
Lakeview Lodge	Free	\$200	\$450	\$700
Veteran's Park Pavilion	Free	\$100	\$250	\$450
Bethany Airport (Event)	Free	\$100	\$250	\$450
Bethany Airport (Horse Rings)	Free	\$100	\$250	\$450
Town Hall Gym *A/V requires sepearate form*	Free	\$100	\$250 (+\$100 w/ Kitchen)	\$450 (+\$100 w/ Kitchen)
Center Station	Free	\$100	\$200	\$300

Additional Charges:

Setup Day (day before event) = 50% of standard rate - Insurance must cover all days. (Airport is full price)
Tier 1 & 2: Custodial fee = \$25 per hour for events requiring set-up



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1. Logistics

Setup Start Date: _____ Setup Start Time: _____

Teardown/Site Clear
(Date & Time): _____

of Days Needed for Setup: _____

Will vehicles or heavy equipment be on the grounds?

YES	☐
NO	☐

Will there be ground penetrations (stakes, anchors, drilling)?

YES	☐
NO	☐

Describe all set up activities in detail: _____

Include: painting/chalking lines, placing cones or barriers, staking tents, hanging signage, staging A/V or electrical equipment, etc.

Airport: If the Horse Ring(s) are used, it needs to be cleaned and dragged after use.

Who/What	Arrival	Departure	Notes
Event organizer/Staff			
Volunteers			
Visitors/Public open			
Vendors/Exhibitors			
Food & Beverage Vendors			
Deliveries			
Entertainment/Performers			
Event ends/Public closes			



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2. Food & Beverage

QVHD Requirement: Any entity serving or selling food/beverages must hold a valid Quinnipiac Valley Health Distric (QVHD) permit. A copy must be provided to the Town before the event.

*Per the State of Connecticut Fire Safety code and the State of Connecticut Fire Prevention Code, **all mobile food preparation trucks, trailers, stands, and tents shall be inspected by the local Fire Marshal's Office.***

To arrange an inspection, contact the Office of the Fire Marshal.

Email: firemarshal@bethanyct.gov

Phone 203-393-2100 ext. 1119 or 203-509-6828

Will food or beverages be served or sold at this event?

YES	☐
NO	☐

How will food or beverages be provided?

☐ Catered/Delivered	☐ Food Truck(s)
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Type of Service: ☐ Free to attendees ☐ Sold/Ticketed ☐ Alcohol included

QVHD Permit Holder Name(s)

QVHD Permit Number(s)

3. Event Extras & Amenities

Restrooms/Sanitation (Check all that apply)

☐ Existing Facility Restrooms	☐ ADA-Accessible Portable Units
☐ Portable Toilets	☐ Handwash Stations

Portable unit vendor name & # of units (if renting): _____



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Garbage & Recycling

☐ Town receptacles used	☐ Dumpster rental
☐ Organizer supplied containers	☐ Private hauler

Hauler name & scheduled pickup time (if applicable): _____

Safety & Security Personnel

☐ Off-duty police	☐ EMT/First Aid Station	☐ None planned
☐ Private security firm	☐ Event safety marshal	

Agency/Company Name & # of Personnel: _____

Structures & Infrastructure (check all that apply)

☐ Tents/Canopies	☐ Bleachers/Seating	☐ Temporary Lighting	☐ PA/Sound System
☐ Stage or Platform	☐ Fencing/Crowd Barriers	☐ Generator(s)	☐ Audio/Visual Equipment

Parking & Traffic

☐ On-site parking used	☐ Traffic cones/Directional Signage	☐ Shuttle Service
☐ Overflow/Off-site parking	☐ Road Closure required	

Describe any road or lot access needs: _____



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Other Extras

☐ Inflatables/Rides	☐ Fireworks/Pyrotechnics	☐ Alcohol Service
☐ Live Animals	☐ Amplified Music/DJ	☐ Photography or Film Crew

Describe anything not covered above (special access, noise concerns, coordination with town departments, etc.):

Payment method: ☐ Check ☐ Cash ☐ Online

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

Contact Chris Cofrancesco at [203-848-4067](tel:203-848-4067) at least 1 week before the event (Lodge, Pavilion, Gym, Center Station) to confirm the date and room set-up arrangements if needed.

You will receive a code by EMAIL for the Lodge, Pavilion, or Center Station for your event

A CERTIFICATE OF INSURANCE IS REQUIRED TO RENT ANY TOWN FACILITY

Alcohol requires a permit and must be covered by the renter's insurance policy

A rider off of your homeowner's insurance OR town's insurance here: <https://gatherguard.com/>

Certificate of Insurance on file? ☐ Yes -Attached ☐ Will submit by: _____

By signing below, I certify all information is accurate and complete. I agree to clean and remove all trash and personal property after the event, and to comply with all applicable town ordinances, health regulations, and permit requirements. A Certificate of Insurance is required to rent any town facility.

Signature of event organizer

Printed name & date

Approving town agent

First Selectman Approval
(If Necessary)