

TOWN OF BETHANY



Town Hall – 40 Peck Road
Bethany, Connecticut 06524-3378
Telephone: (203) 393-2100 ext. 2101
reservations@bethany-ct.com

CENTER STATION USE PERMIT

Applicant/Organization: _____ Date of Application: _____

Representative: _____ Cell Phone: _____

Address: _____

Primary Email: _____

**You will need a passcode generated from the rental coordinator to get into Center Station!
They will email the code when everything is paid!**

Contact Chris Cofrancesco at 203-848-4067 at least one (1) week before the event to confirm the date and room set-up arrangements.

Reservation 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

CENTER STATION CAN ACCOMMODATE UP TO 48 PEOPLE

RENTAL COST:

\$50 of the rental fee is due at signing; payment is non-refundable in case of cancellation.

Total Rental Fee: \$200 for Residents; \$250 for NON-Residents.

Please make check payable to: Town of Bethany or

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

[Payment made via the Parks & Rec portal but processed through Reservations.]

Full payment must be received at least 10 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: _____

Signed: _____ Date: _____
Approving Town Agent

Amount Paid: _____ Payment Type: _____ Initials: _____

Amount Paid: _____ Payment Type: _____



CENTER STATION CLEAN UP CHECKLIST

Name of Organization Representative: _____

Mailing Address: _____

City/State/Zip: _____

Reservation Date: _____

Please leave our Center Station 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!