

TOWN OF BETHANY



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

LODGE USE PERMIT

Applicant/Organization: _____ Date of Application: _____

Representative: _____ Cell Phone: _____

Address: _____

Primary Email: _____

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

Reservation date: _____

Time: From: _____ To: _____

**Rental is available in six (6)-hour increments only, including set up and clean up.
Any additional time is charged at full rate**

RENTAL COST:

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

Total Rental Fee: \$500 for Residents; \$625 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: _____



LODGE CLEAN UP CHECKLIST

Name of Organization Representative: _____

Mailing Address: _____

City/State/Zip: _____

Reservation Date at Lakeview Lodge: _____

Please leave our Pavilion and its surroundings clean. The following checklist will help you leave the facilities in good condition.

Decorations/Banners/Signs – removed and disposed of properly

Personal property – removed

Trash – all trash is the responsibility of the group. Please tie all garbage bags and dispose of all trash in the dumpster located outside the kitchen door.

Thank you for your cooperation and enjoy your event at Lakeview Lodge! We look forward to seeing you again!