



Aug 21, 2018 Version

245 Main Street, PO Box 151, Deep River, CT 06417

Please read the Aug 21, 2018 Version of Attachment A (Carriage House Usage Agreement & Checklist) and Attachment B (Carriage House Fees and General Information) thoroughly before completing this application. When submitting your application, the following must be included: Application, Attachment A and the event fee. Fees should be made payable to DRHS and sent to DRHS, PO Box 151, Deep River, CT 06417. **\*\*PLEASE PRINT CLEARLY**

## Application for Reservation of the Carriage House Event Center

Application Date \_\_\_\_\_ Day(s) of the Week \_\_\_\_\_ Date(s) \_\_\_\_\_

Name of Event Host \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Best Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Email \_\_\_\_\_ Type of Event \_\_\_\_\_

Estimated # of Attendees \_\_\_\_\_ Hours of Use: Set-up Time \_\_\_\_\_ Time Clean-up Complete \_\_\_\_\_

Will you be setting up any structures on the grounds? \_\_\_\_\_ If yes, type \_\_\_\_\_ Size \_\_\_\_\_

Does your tent/structure require a permit (required for 1200 sq feet or bigger or holds 100 people or more) from the Town of Deep River? \_\_\_\_\_ If yes, please submit a copy of the permit upon receipt.

Please initial here \_\_\_\_\_ to confirm that you have read the March 1, 2016 Version Of Attachment A (Carriage House Usage Agreement and Checklist) and Attachment B (Carriage House General Information) and that you agree to all terms. Please bring these documents with you the day of your rental for reference and the clean-up checklist.

Applicable Fees: Event Fee(s) \_\_\_\_\_ Grounds Fee \_\_\_\_\_ Total Fees for your event \_\_\_\_\_

Please send this application and your event fee(s) to DRHS, PO Box 151, Deep River, CT 06417

Please Note: you do not have to submit the \$250 security deposit or Certificate of Insurance Liability at this time. These items **must be submitted prior to receipt of key** to the Carriage House for set up of your event.

You will receive a Reservation Confirmation Letter after we have received this application and fee(s).

Upon acceptance of this Application for Reservation and Attachment A (Carriage House Usage Agreement and Checklist), neither the renter nor the DRHS can modify this agreement except in writing. All written modifications must be signed by the DRHS and the renter. Please discuss any variations from Attachment A with Carriage house Rental Manager Pattie Unan (860-227-6232) prior to submitting this application.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date