



**\*\*PLEASE PRINT CLEARLY\*\***

**Application for Reservation of the Carriage House Event Center**

Event Date(s) \_\_\_\_\_ Day(s) of the week \_\_\_\_\_

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

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

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

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

Estimated # of Attendees \_\_\_\_\_ Day of event, time to pick up key \_\_\_\_\_

If you are planning any structure on the grounds, a tent/structure 1200 sq. ft. or to hold 100 people or more, requires a permit from the Town of Deep River. If you need a permit, submit a copy of the permit upon receipt to the Carriage House Rental Manager.

Please bring documents A and B with you the day of your rental for reference to the clean-up checklist.

Applicable Fees: Event Fee \_\_\_\_\_ Grounds Fee \_\_\_\_\_ Total Fees \_\_\_\_\_.

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

You will receive a Confirmation letter after we receive the application and fee.

When you receive the key submit the \$250 security deposit and a certificate of insurance liability. If no damage occurs, your deposit check will be returned to you.

Any questions, contact House Rental Manager Linda Hostetler: 860 526-5811,  
Lhostetler@wesleyan.edu.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date