

Town of Berlin: Parks and Recreation Pistol Creek Reservation Request

Name of Organization: _____

Event Title (if applicable): _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # (hm) _____ (wk) _____ (cell) _____

E-Mail address: _____

Date Requested _____ Start Time _____ End Time _____

Nature of Activity _____

Outside Deck Needed? Yes _____ No _____

Are fees being assessed to participants? Yes _____ No _____

If yes, explain: _____

Expected attendance _____ # of adults _____ # of children _____

Will there be alcohol? Yes _____ No _____ If yes, all approvals will need to be in place and insurance must be purchased. Requests should be at least 2 months in advance to accommodate approval process.

Depending on the type of activity and/or the number of people attending, the Superintendent of Recreation may require additional custodial support or security personnel to be on duty. All associated out of pocket costs for staff and or supplies will be the responsibility of the renting organization/individual.

I have read and understand the Pistol Creek Usage Policies and agree to abide by the rules and regulations contained in these policies.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Request: Approved _____ Denied _____

Reason for Denial: _____

INSURANCE CERTIFICATE REQUIRED: Yes _____ No _____

Rental Fees: \$ _____

Custodial/Supervision Costs*: \$ _____

Total Costs: \$ _____

*staff is required during rental plus ½ hr before and after

Send Completed Form To: Town of Berlin, Parks and Recreation Department
Attention: Superintendent of Recreation
230 Kensington Rd. Berlin, Connecticut 06037

1/2024