

TOWN OF LEWISBORO

APPLICATION FOR USE OF ONATRU FARMHOUSE

Date _____

The undersigned requests use of the Onatru Farmhouse and agrees to comply with the attached regulations pertaining to the use of the premises.

A. Name and Address of organization, group or individual:

B. Name, address and telephone number of person in charge of group:

C. Number expected in group: _____

(Town Board approval required for more than 100 people. Over 60 people requires port-a-sans and traffic control.)

D. Number of tables and chairs needed: _____

(Not provided for social occasions)

E. Date or dates and hours of use:

(All functions must end by midnight)

F. Type of use (Business meeting, social function, fund-raiser*)

G. Fee in amount of \$250.00 and security deposit of \$500.00 (for social functions) paid herewith. Security deposit to be returned upon inspection of property by Maintenance Foreman/Parks & Recreation staff and upon return of key. No refunds unless cancelled more than seven (7) days in advance. \$5.00 will be deducted from eligible refunds for administrative costs.

Signature of Applicant Address

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The above application is hereby granted and receipt of fee and security deposit (if required) is hereby acknowledged/waived.

Date Parks & Recreation Employee

*No fee for business meetings of organized groups of Lewisboro residents. Profit-making organizations, and non-profit groups desiring to use the building for fund-raisers, must first obtain permission from Town Board.

Copy to Maintenance Dept. _____ Town Clerk _____