

**APPLICATION TO SELECTMAN'S OFFICE  
USE OF TOWN PROPERTY  
TOWN BUILDING / ROOM  
TOWN OF WESTBROOK  
Telephone 860-399-3040 Fax 860-399-3015**

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUILDING / ROOM REQUESTED \_\_\_\_\_

DESCRIBE FUNCTION \_\_\_\_\_

DATE OF START :    MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_ TIME START \_\_\_\_\_ FINISH \_\_\_\_\_

**BLDG MUST BE VACANT & CLEAN AT THE END OF FUNCTION OR A CUSTODIAL FEE WILL BE PRESENTED TO THE ORGANIZATION FOR CLEANING**

TOWN EQUIPMENT REQUESTED (SPECIFY) \_\_\_\_\_

POLICE REQUESTED "YES" \_\_\_\_\_ "NO" \_\_\_\_\_

# OF ATTENDANCE: \_\_\_\_\_ ADMISSION CHARGED "YES" \_\_\_\_\_ "NO" \_\_\_\_\_ IF YES PRICE \$ \_\_\_\_\_

MUSIC PROVIDED: "YES" \_\_\_\_\_ "NO" \_\_\_\_\_ REFRESHMENTS "YES" \_\_\_\_\_ "NO" \_\_\_\_\_

A CUSTODIAN SHOULD BE ON THE PREMISES DURING FUNCHION. FEE IF APPLICABLE \$ \_\_\_\_\_

ALL LIGHTING AND MECANICALS MUST BE SHUT OFF AT END OF FUNCHION AND BUILDING LEFT SECURE

INSURANCE PROVIDER IF REQUIRED \_\_\_\_\_

PERSON RESPONSIBLE FOR SUPERVISION OF FUNCTION \_\_\_\_\_

STREET & MAILING ADDRESS \_\_\_\_\_

TELEPHONE DAY: \_\_\_\_\_ EVENING \_\_\_\_\_ CELL \_\_\_\_\_

I agree that my Organization named above will be responsible for repair and/or replacement of any damage to buildings grounds or equipment and removal of all trash from the site immediately following the event. Applicants must conform to any and all applicable Federal, State and Municipal regulations. The Town of Westbrook is not liable for any damage, loss or injuries.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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Fee to be charged if applicable \$ \_\_\_\_\_

Application Approved: YES \_\_\_\_\_ NO \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

The Board of Selectman may require any user of Town Property to hire Police. The Board reserves the right to revoke approval of any application when it deems it in the best interest of the Town. NOTE: When the Town Green is being used, participants must park behind Town Hall.