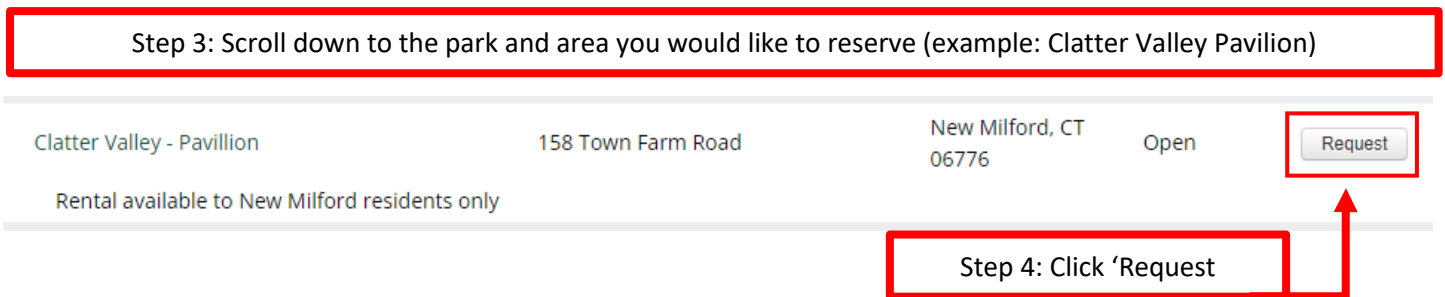
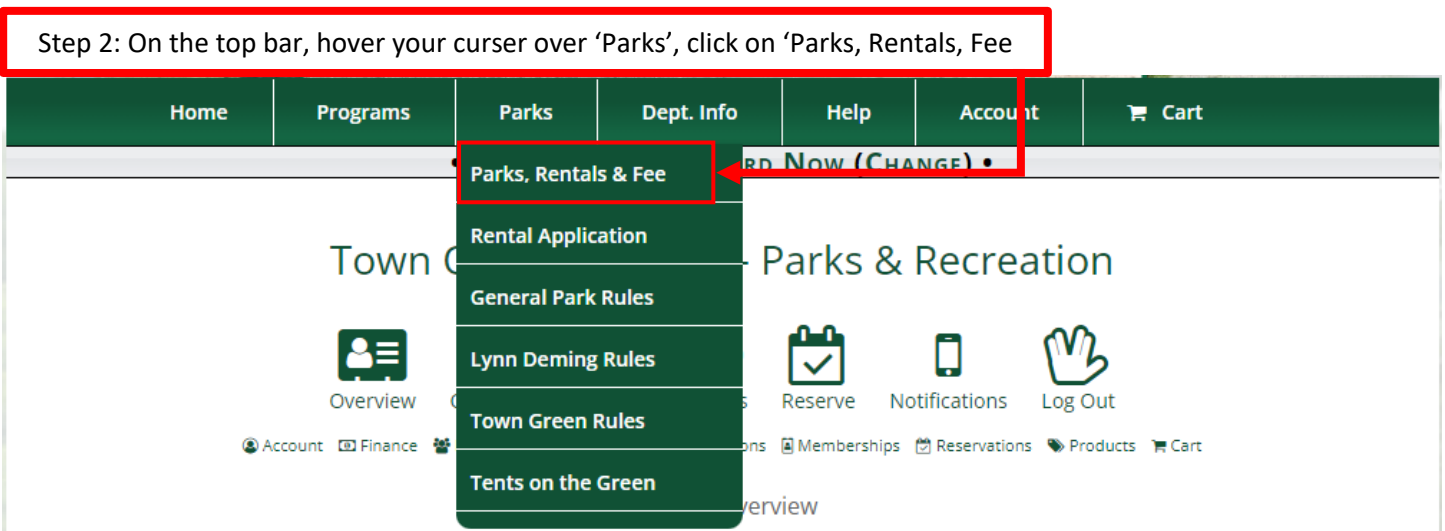


How to Submit a Rental Application



How to Submit a Rental Application

Step 5: Select your start date, end date (if applicable), start time, and end time

Please note; you can view availability of facility, if the time frame is **blue** it is not available

Reservation Request

[View Calendar](#) [View Availability](#) [Help Guide](#)

Select a Type

-- All Types --

Select a Facility

Clatter Valley - Pavillion

[View Availability](#)

[View Rental Information](#)

Start Date

03/30/2024

End Date

Start Time

08:00 AM

End Time

12:00 PM

Request must be in blocks of 1 Hrs.

Recurring

Sun Mon Tue Wed Thu Fri Sat

All requests must occur between **Thursday, February 1, 2024 to Friday, January 24, 2025.**
If your need dates beyond these then please contact us.

Facility Fee Schedule

Required Fees (non-refundable)

Please note: The fees below are determined by the Parks and Recreation Commission and subject to change. For current fees, please refer to the Parks and Recreation minutes on file at the New Milford Town Clerk.

Filing/Rain Date Deposit Fees (non-refundable & required with application)

Deposits are in addition to facility rental fee:

- Resident Park Usage Fee (non-refundable) due upon approval = \$40
- Rain Date Fee (non-refundable) due upon approval = \$40
- Organization Park Single Use Fee (non-refundable) due upon approval = \$100 per field
- Organization Park Multiuse Fee (non-refundable) due upon approval = \$250 per field per season

Your request will be processed in the order received and is not a reservation until approved.
Please contact the office if you have any questions.

Tip: click white blocks in the availability chart or calendar to carry times into your request.

Please review Facility Fee Schedule information

Next

Cancel

Step 6: Click 'Next'

Reservation Request

Dates

Saturday, March 30, 2024

Times

8:00 AM - 12:00 PM

Location

Clatter Valley - Pavillion

[+ Add More](#)

[Remove Selected](#)

Step 7: If you are adding another section of the facility to your reservation, or a rain date, click 'add more' and repeat step 5 and 6, then continue to step 8

How to Submit a Rental Application

Step 8: Make sure all contact information is filled out accurately and completely

Contact Information

* First Name	* Last Name	
<input type="text" value=".New Milford"/>	<input type="text" value="Parks & Rec"/>	
* Street Address	Address 2	* City
<input type="text" value="2 PICKETT DISTRICT RD"/>	<input type="text"/>	<input type="text" value="NEW MILFORD"/>
* State/Province:	* Zip Code	* Country
<input type="text" value="Connecticut"/>	<input type="text" value="06776"/>	<input type="text" value="U.S.A."/>
* Phone	* Email	
<input type="text" value="(860) 355-6050"/>	<input type="text" value="parkandrec@newmilford.org"/>	

Step 9: If you have any special requests or additional comments regarding your reservation, please add them under 'Additional Info'

Request Information

Additional Info

* Purpose of Reservation	* Head Count
<input type="text" value="test"/>	<input type="text" value="1"/>

Step 10: Enter purpose of reservations as well as the head count for your event.

Additional Questions

Questions

Head count should be total POSSIBLE number of people attending, not RSVP's

Do you need electricity (fee required)? *** Required**

Will you have alcohol at your event? (Alcohol Permit & P&R Commission approval required). *** Required**

Step 11: Answer required questions

How to Submit a Rental Application

Step 12: Review 'Fee Schedule and Notes' and 'Disclaimer'

Fee Schedule and Notes

Clatter Valley

Required Fees (non-refundable)

Please note: The fees below are determined by the Parks and Recreation Commission and subject to change. For current fees, please refer to the Parks and Recreation minutes on file at the New Milford Town Clerk.

Disclaimer

Clatter Valley

Hold Harmless and Indemnification Agreement

In consideration of my/our permission to use premises owned by the Town of New Milford and controlled by the New Milford Parks and Recreation Department for a function at the requested park for the requested days, I/we represent and agree to the following terms and conditions:

- I/we agree to and by these presents do, for myself/ourselves, my/our heirs, successors, assigns and executors or administrators hold the Town of New Milford, all town agencies and departments including, without limitation, all town agents, servants, employees, contractors and volunteers, free, harmless and indemnified from all claims, lawsuits, actions, demands for damages, known or unknown that I/we have or may have or which may hereinafter accrue for bodily injury and/or property damage to me/us as a result of my/our use of Town premises resulting in any type of injury or damage.
- I/we hold the Town of New Milford, all town agencies and departments including, without limitation, all town agents, servants, employees, contractors and volunteers, free, harmless and indemnified from any and all claims of any firm or person for property damage or personal injury resulting from or in connection with their presence at my/our

I have read and agree to the Disclaimer statement.

Submit

Cancel

Step 13: Once you have checked off you have read and agreed to the disclaimer, please click 'Submit'

Once you submit your application, you should receive a confirmation email with an overview of your application. We will need to receive your filing and rain date (if applicable) fees to reserve your dates pending approval. Once payment is received, please allow seven business days for approval status. Approval status will be sent via email but can also be viewed from your account. Please check out 'How to View Application Status' direction for more information.