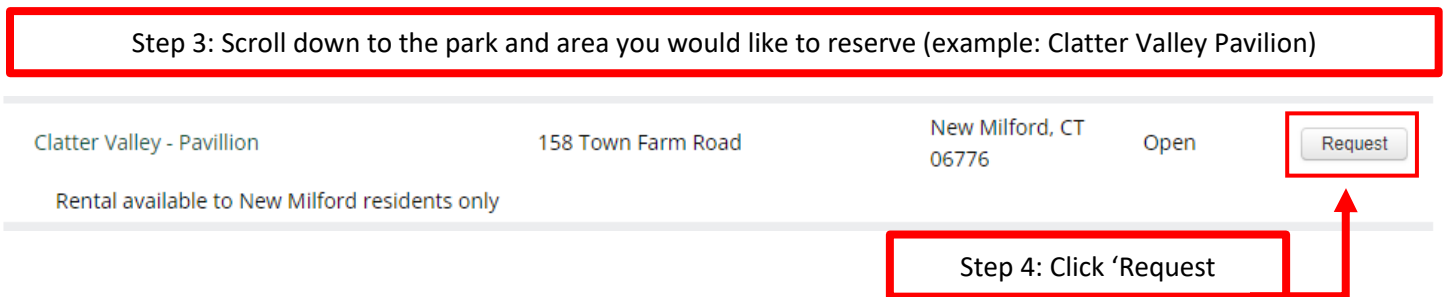
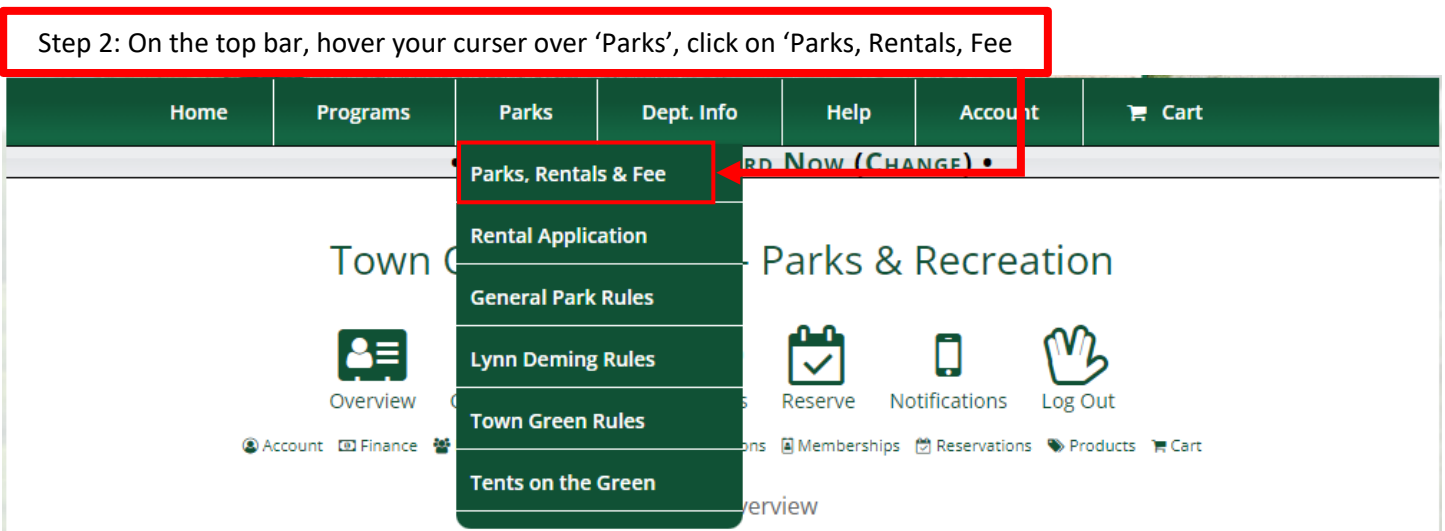


# How to Submit a Rental Application



# 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 Facility

Clatter Valley - Pavillion

[View Availability](#) [View Rental Information](#)

Start Date	End Date	Start Time	End Time
05/19/2023		10:00 AM	02:00 PM

Request must be in blocks of 1 Hrs.

Recurring  Sun  Mon  Tue  Wed  Thu  Fri  Sat

All requests must occur between **Friday, January 20, 2023** to **Saturday, January 13, 2024**.  
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:

- Filing Fee Deposit (Individual): \$20.00
- Filing Fee Deposit (Group/Organization): \$70.00
- Rain Date Fee Deposit (Individual): \$20.00
- Rain Date Fee Deposit (Group/Organization): \$70.00

**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'

# How to Submit a Rental Application

Step 7: 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 &amp; 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 8: 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 9: 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 10: Answer required questions

# How to Submit a Rental Application

Step 11: 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 12: 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.