



**STEVE PIERCE**  
Director

**SCOTT KIERAS**  
Assistant Director

**JIM LEWICKI**  
Program Coordinator

**BEVERLY HODGE**  
Administrative Secretary

**MERWIN MEADOW REQUEST FORM**

**HOURS OF OPERATION: 10:00 AM – 7:00 PM**

Name of Organization: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #'s: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

(Mobile) \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Number of Participants: Children \_\_\_\_\_ Adults \_\_\_\_\_

**Maximum of 100 children - No Exceptions!**

	<u>YES</u>	<u>NO</u>
Does Your Group Plan To Swim?	_____	_____
Are Restroom Facilities Needed?	_____	_____
Is the Pavilion Required?	_____	_____

<b>USE FEE:</b>	<b>LIFEGUARD FEES:</b>
Up to 25 people = \$50.00	1 Lifeguard required for every 25 people
26 - 50 people = \$100.00	\$60.00 for 1 guard < 4 hours
51-100 people = \$150.00	additional \$20.00 per hour for 1 guard after 4 hours
> Than 100 people = \$250.00	Lifeguards only available between June 1 <sup>st</sup> - August 15 <sup>th</sup>

**Pre-Memorial Day / Post-Labor Day Custodial Fee: \$60.00**

In addition to any fees, each group must provide the department with a \$1,000,000.00 liability insurance policy naming the Town of Wilton as a co-insured. A certificate must be on file in the Parks & Recreation office at least one week prior to your event.

**Group Rules:**

- All requests must be submitted two weeks prior to an event for consideration.
- No vehicles are permitted in the park for drop-off or picking up of supplies.
- No alcohol is permitted in the park or parking lot at any time.

**Payment:**

- Once approved, please make a check payable to the Wilton Parks & Recreation within three days to hold your reservation.

I have read and understand all of the above rules: \_\_\_\_\_  
Applicant's Signature