

Town of Ludlow
Facility / Equipment Requisition Request
(Application is due 3 weeks prior to event)

Please submit this application along with a \$100 security deposit to the *Community Center* or *Ludlow Municipal Office* at least 3 weeks prior to your event for approval.

Event Name: _____

Facility Requested: _____

Date of Facility Use: _____

Event Start/Finish Time: _____

Estimated Number of People at Event: _____

Event Coordinator & Contact Info: _____

Person(s) Responsible for Set-Up & Clean-Up: _____

Conditions

1. Dogs are not allowed at indoor events, and for outdoor events all dogs must be on a leash.
2. Banners and/or signs must be approved in advance and are not permitted on site until the actual date of the event.
3. Alcohol is strictly prohibited at any Town owned or operated facility.
4. A paid municipal staff member must be on duty at all times while building facilities are being utilized and clean-up responsibility rests with the user.
5. Liability for any and all damage incurred is assumed by the organization or group using the facility and/or equipment.
6. Requester is responsible for setting up equipment & returning it to storage after event.
7. Please attach a copy of your insurance to this form.
8. All events will be subject to COVID-19 Guidelines.

I have read and understand the above and the Town's policy on use of Town property.

Applicant Signature: _____ Date: _____

All events will be subject to COVID-19 Guidelines

Facility Rental Fee is due before the day of the Event

Fee Schedule:

All Facility Use.....	\$500 per day
Community Center Gymnasium.....	\$100 per event
Community Center Kitchen & Cafeteria.....	\$150 per event
Community Ctr Meeting Room (red room or café w/o kitchen)	\$65 per event
Town Hall Conference Room.....	\$65 per event
Auditorium.....	\$65 per event
Veteran’s Memorial Park.....	\$100 per event
Mini-Park.....	\$100 per event
Dorsey Park & Pullinen Field.....	\$100 per event / \$200 w/lights
West Hill Recreation Area.....	\$100 per event

Contact Information:

Ludlow Municipal Office:

Town of Ludlow
P.O. Box 359
37 Depot Street
Ludlow, VT 05149
802-228-2841 (p)
802-228-2813 (f)
village@tds.net

Office Use Only

Approved

Disapproved

Municipal Office: _____

Buildings Foreman: _____

Recreation Director: _____

Municipal Manager: _____