

## WINCHESTER RECREATION GYM RENTAL REQUEST FORM

### CONTACT INFORMATION

NAME\*: \_\_\_\_\_

ORGANIZATION NAME\*\* (if applicable): \_\_\_\_\_

Is your organization a Youth?

Adult?

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### EVENT INFORMATION

DAYS & DATES REQUESTED: \_\_\_\_\_

TIMES REQUESTED: \_\_\_\_\_

PURPOSE OF USE/SPORT: \_\_\_\_\_

SPECIAL VENDOR NAME\*\* (if applicable): \_\_\_\_\_

Approximate number of people in attendance during each use. \_\_\_\_\_

Approximate number of cars that would be using parking spaces. \_\_\_\_\_

SIGNATURE OF CONTACT PERSON: \_\_\_\_\_ Date \_\_\_\_\_

*\*For individual use, all attendees must sign the [Town of Winchester Field and Court Liability Form](#).*

*\*\*For any organization or vendor, please attach professional liability insurance with the Town of Winchester listed as an additionally insured if an organization.*

Please note: Approved rentals will require a signed contract and payment prior to the rental beginning.