

**ASCUTNEY OUTDOORS**  
**GATHERINGS APPLICATION (Less than 100 people)**

**1. Event/Activity Description:**

Name \_\_\_\_\_  
Type \_\_\_\_\_  
Start date/time \_\_\_\_\_ End date/time \_\_\_\_\_  
Attendee arrival date/time \_\_\_\_\_ Attendee departure date/time \_\_\_\_\_  
Location/scope of event and activities \_\_\_\_\_  
\_\_\_\_\_

Will you require use of the Ascutney Outdoors Center? \_\_\_\_\_

**2. Applicant/Authorized Representative Information:**

Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (day): \_\_\_\_\_ (eve.): \_\_\_\_\_  
Email Address \_\_\_\_\_

Is the applicant a non-profit organization?  yes  no

**3. Audience/Attendee Information:**

# of people expected to attend \_\_\_\_\_

**4. Insurance:** Applicants may be required to provide general liability insurance coverage naming Ascutney Outdoors and the Town of West Windsor as Additional Insureds.

**5. Fees:** For information on fees and our current fee schedule, please contact Marty Hunt at [mhunt4@gmail.com](mailto:mhunt4@gmail.com).

Based on the information provided, the fee for this event is \$\_\_\_\_\_.

**6. Damage:** The Ascutney Outdoors Center is a community facility. We hope you enjoy and respect this venue. You understand and agree that you will clean up after your event and leave the premises in the same condition as you found them. You are responsible for any damages. You may arrange for Ascutney Outdoors to clean the facility for a fee, if you prefer. We appreciate your cooperation.

