

**Town of Greenwich
Bendheim Western Greenwich Civic Center
449 Pemberwick Road
Greenwich, CT 06831
203-532-1259**

Rental Application Form

INSTRUCTIONS

Print this form and fax to **203-532-1246** or
Email to fgabriele@greenwichct.org

Contact Person: _____

Telephone Number: (home) _____ (work) _____

Address: _____

Room Requested: _____
(Community, Multi-purpose, Dance/Exercise or classroom)

Date Requested: _____

Time Requested: _____ - No party can extend beyond 10 PM

Number of Participants: _____

Reason for Event: _____

List All Planned Activities: _____

Outside Vendors: _____

Set up and clean up times: _____

Serving Alcohol (Insurance required & \$200 cash refundable deposit): _____