

WILTON CORPORATE PARK
RESERVATION FORM FOR THE AUDITORIUM
for Tenants of Wilton Corporate Park

Tenant Name: _____

Date of Use: _____

Hours: _____

Normal hours of operation are from Monday – Friday, 8:00 am to 5:00 pm. After hours use will require the attendance of an after hours person at an additional charge described below.

Tenant Contact Person: _____

Contact's Phone Number: _____

Approximate Number of Attendees: _____

Approximate Number of Guests coming from outside Wilton Corporate Park: _____
(If more than 10, alternate parking arrangements may be required)

Audio-Visual Equipment Use: Yes No Description: _____

Catering required? Yes No

Note: Food and beverage service must be arranged through Sodexo. Please contact the cafe manager @ 203.762.0125 for catering.

Charges during normal hours of operation: \$100.00 per reservation for the morning 8:00 am-12:30 pm; \$100.00 per reservation for the afternoon 12:30 pm -5:00 pm

Please do your best to insure the Auditorium space is tidy and free of obvious debris upon your departure. Garbage cans and recycling cans are provided and will be checked and emptied by porters if needed during the time of your use. If you anticipate special cleaning needs due to the type of use of the auditorium such as bringing food in, please advise us at the time of booking. Landlord shall provide normal cleaning services after Tenant's use of the Auditorium. Tenant shall be liable for the costs of special cleaning services required as a result of Tenant's use of the Auditorium.

Charges before 8 am or after 5:00 pm, – 9:00 pm, Holidays or Weekends: \$150 per hour.



Please include this form along with your remittance, payable to Wilton - 50 Danbury Road Owner LLC and send to:

**Wilton – 50 Danbury Road Owner LLC
c/o Marcus Partners
301 Merritt Norwalk, CT 06851**

We hereby request the use of the Auditorium. We agree to abide by the rules and regulations (see attached). In consideration for our being permitted to use the Auditorium, the above named company hereby releases Wilton – 50 Danbury Road Owner LLC, Wilton 40/60, LLC, Wilton – 64 Danbury Road Owner LLC, Wilton Corporate Park Assoc., and all their officers, directors, agents or employees, Davis Marcus Partners, Inc., and Felner Corp., from any liability whatsoever whether to our employees and guests or otherwise from any claims, damages or liabilities arising from or out of the use of the Auditorium.

Authorized Signature

Printed Name

Date