

**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.*

Actual Start Time of Event: \_\_\_\_\_

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 only, no outside vendors are permitted. 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-12:00 pm; \$100.00 per reservation for the afternoon 12:30 pm -5:00 pm, \$200.00 per reservation for the full day.**

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, Holidays or Weekends (4hr minimum): \$200 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 7  
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 – 64 Danbury Road Owner LLC, CIG Wilton DE LLC, Wilton Medical Realty 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