



# MATTABASSET OWNERS ASSOCIATION

100 NATCHAUG DRIVE  
MERIDEN, CT 06450

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Requester Name) (Requester Address)

hereby request to utilize the Mattabasset Picnic Area for a personal event to be held on

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(Day/Month/Year) (Time) (Time)

I understand that there is a \$50.00 rental fee, payable prior to the scheduled event. This rental fee will be returned provided the picnic area is returned to its original condition prior to the scheduled event.

This includes, but not limited to cleaning up all debris, ensuring the grills are cleaned and the grounds are not damaged.

Requester Signature: \_\_\_\_\_ Request Date: \_\_\_\_\_

MOA Board Member Approval Signature: \_\_\_\_\_

I have reviewed the grounds after the event and have determined that the \$50.00 deposit is:

\_\_\_\_\_ Eligible for Refund \_\_\_\_\_ Not Eligible for Refund for the Following Reason:

\_\_\_\_\_

Refund Returned Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_

Requester Signature: \_\_\_\_\_

(Signature indicates you have received your Deposit Refund or, if Deposit is Not Refunded, understand and agree to the Reason for your Deposit is Not Being Refunded)

Prior to Event:

- Complete Request, Obtain Signatures of Requester/MOA Board Member Approving Event
- Staple fee to Original Picnic Area Rental Agreement and file in MOA Office
- Provide Requester Copy of Picnic Area Rental Agreement
- Mark Event Calendar, in MOA Office, with Date/Time of Scheduled Event

After Event:

- Inspect Picnic Area; Issue or Deny Refund (If Refund is provided Return Original Payment to Requester)
- Obtain Required Signatures and File Original in MOA Office and Provide Requester a Copy