

**APPLICATION FOR THE USE OF SPACE IN THE MILLER COMPLEX**  
**(\*\*PLEASE TYPE OR PRINT. COMPLETE BOTH PAGES\*\*)**

**DATE(S) REQUESTED:**

**ROOM SELECTION:**

1. \_\_\_\_\_

Thornton Wilder Hall \_\_\_\_\_ Foyer \_\_\_\_\_

2. \_\_\_\_\_

Social Hall \_\_\_\_\_ Activity Room \_\_\_\_\_

3. \_\_\_\_\_

Conference Room \_\_\_\_\_

**EVENT**

**TIME:** \_\_\_\_\_

(Indicate beginning & ending time of event. Include any advance program preparation or follow-up needed)

**APPLICANT'S**

**ORGANIZATION:** \_\_\_\_\_

**HAMDEN NON-PROFIT** \_\_\_\_\_ **HAMDEN PROFIT** \_\_\_\_\_ **OUT-OF-TOWN** \_\_\_\_\_

**PURPOSE OF EVENT(S):** \_\_\_\_\_

**REFRESHMENTS TO BE SERVED** (if yes, please detail): \_\_\_\_\_

**ADMISSION CHARGE:** \_\_\_\_\_

**ANTICIPATED ATTENDANCE:** \_\_\_\_\_

APPLICATION MUST BE SIGNED BY TWO MEMBERS OF THE SPONSORING ORGANIZATION WHO WILL BE HELD LIABLE FOR ANY DAMAGE OR LOSS OF PROPERTY ARISING FROM THE ACTIVITY. **ONE OF THE PERSONS LISTED MUST BE IN ATTENDANCE AT THE EVENT. PLEASE SO INDICATE BY(\*\*\*)**

NAME  
HOME/BUSINESS

ADDRESS

PHONE:

YOUR SIGNATURE INDICATES YOU HAVE READ AND AGREE TO THE CONDITIONS OF THE BUILDING RULES AND REGULATIONS FOR USE OF THE MILLER COMPLEX.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date of Application)

APPLICATION CHECKLIST FOR MILLER COMPLEX  
(Numbers in parentheses indicate maximum number available)

**Thornton Wilder Hall\*(No food or drinks)**

**Activity Room**

ON STAGE

FLOOR LEVEL

\_\_\_\_\_ Rectangular tables(6)

Stage \_\_\_\_\_

\_\_\_\_\_ Chairs at tables (36)

Chairs (195) \_\_\_\_\_

\_\_\_\_\_ (Amount)

\_\_\_\_\_ Chairs auditorium style(40)

Grand Piano \_\_\_\_\_  
(Stage only)

Rectangular Tables \_\_\_\_\_  
(Amount)

\_\_\_\_\_

**Social Hall**

Podium (THW only) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Round tables (9)

Microphone (TWH only) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Chairs at tables (54)

**Please specify requests for alternative set up.**

\_\_\_\_\_ Kitchen (no dishes)

**Front Foyer**

**Conference Room**

\_\_\_\_\_ Ticket Window with card table (1)

\_\_\_\_\_ Rectangular tables (1)

\_\_\_\_\_ Kitchen (No dishes, utensils or oven available. Has stove, sink, refrigerator).

\_\_\_\_\_ Card table (1)

\_\_\_\_\_ Foyer with \_\_\_\_\_ tables (4)

\_\_\_\_\_ Chairs (10)

WHEELCHAIR ACCESSIBILITY for \_\_\_\_\_ wheelchairs

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FOR OFFICE USE ONLY:

DATE APPLICATION RECEIVED: \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

REASON: \_\_\_\_\_

FEE: \_\_\_\_\_

**\* INSURANCE IS REQUIRED**

**Checks only Made out to  
Town of Hamden**

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Signature, Miller Management Board/Town of Hamden

**Your contact for evening events is Robert Romandetti, Public Works Building Night Supervisor  
at (203) 494-9024.**