



**STEVE PIERCE**  
Director

**SCOTT KIERAS**  
Assistant Director

**JIM LEWICKI**  
Program Coordinator

**BEVERLY HODGE**  
Administrative Secretary

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### **MERWIN MEADOW RENTAL REQUEST**

Thank you for inquiring about the use of Merwin Meadows. Please read the following:

- All requests are accepted on a first come, first served basis and should be submitted 2 weeks prior to the requested date for use. Upon completing the Merwin Meadow Request Form, please return to the Recreation Office for approval.
- We will accept / reject your request within a one week time frame. Full payment and a Certificate of Insurance for \$1,000,000 naming the Town of Wilton as co-insured during the time of use **must** be received prior to use.
- Notice of cancellation of events must be made 24 hours in advance (48 hours if the event is scheduled for a weekend). Refund of fees is at the discretion of the Assistant Recreation Director.

Please note that **no rain dates** will be given in advance. If inclement weather occurs on the day of your scheduled visit, please call our office at the above number to reschedule your visit pending availability.

Attached is the Merwin Meadows Request Form. If you have any questions concerning the aforementioned information, please feel free to call our office.

