



### **THE CONFERENCE CENTER AT FORT TRUMBULL STATE PARK**

Located on the grounds of Fort Trumbull State Park, New London, Connecticut, The Conference Center's spacious atrium welcomes visitors upon their arrival and directs them to meeting areas. The Conference room accommodates 60 people comfortably while the smaller, 30 person Classroom facilitates round table discussions. Handicapped accessible and climate controlled, The Center is fully equipped with state of the art audiovisual equipment, conference call and computer capabilities. Comfortable tables and chairs accommodate any conference, seminar or gathering. A central kitchenette with serving stations provides easy accessibility with luncheons or refreshments.

As with all State parks, those hosting events are reminded that the Park is open to the public and all visitors are permitted on the grounds from sunrise until sunset.

#### **Availability**

The Conference Center is available for rent from 7:30 a.m. to 4 p.m. Monday through Friday Columbus Day to Memorial Day and weekly from Memorial Day through Columbus Day. The Center is not available on state and national holidays.

#### **Caterers**

The Renter may select the caterer of their choice. Alcoholic beverages are not allowed. A list of local caterers is available upon request.





### **Fee Schedule for Government and Non-Profit Organization\* Use**

The rental fee for 4 hours (or any part thereof) is \$220.00. A guided one hour Tour of the Fort is available for an additional \$220.00. Additional time may be purchased at \$280/hour. If an event runs over the scheduled time agreed upon, a late fee of \$280.00 (or any part thereof) will be charged.

\*A non-profit organization is one that complies with Section 501 (c) (3) of the Internal Revenue Service (IRS) Code.

### **Fee Schedule for Corporate Use**

The rental fee for 4 hours (or any part thereof) is \$690.00. A one hour guided tour of the Fort is available for \$220.00. Additional time may be purchased at \$280.00/hour. If an event runs over the scheduled time agreed upon, a late fee of \$280.00 (or any part thereof) will be charged.

### **Rental Guidelines**

Reservations are accepted upon receipt of a signed agreement (see application).

A 50% deposit in the form of a certified check or bank check must accompany the agreement.

If the renter cancels the rental in writing no later than 180 days before the scheduled event, a full refund of the deposit will be returned.

**The Department of Environmental Protection is an affirmative action/equal opportunity employer and service provider. In conformance with the American Disabilities Act, DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call 860 418-5937 or e-mail [Barbara.Viadella@ct.gov](mailto:Barbara.Viadella@ct.gov). Persons who are hearing impaired should call the State of Connecticut relay number 711.**

**THE CONFERENCE CENTER**

**FORT TRUMBULL STATE PARK  
90 WALBACH STREET  
NEW LONDON, CT 06320**

**RENTAL APPLICATION**

**PROPOSED EVENT** \_\_\_\_\_

**PROPOSED DATE(S)** \_\_\_\_\_

**APPLICANT/ORGANIZATION NAME**  
\_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**CONTACT PERSON(S)** \_\_\_\_\_

**EVENT TIMETABLE** \_\_\_\_\_

**EXPECTED NUMBER OF GUESTS** \_\_\_\_\_ **TOTAL RENTAL FEE** \_\_\_\_\_

**DEPOSIT WITH THIS APPLICATION** \_\_\_\_\_

I understand that **The Conference Center** at Fort Trumbull State Park in New London is available for rent, **subject to Section 23-4-7 through 23-4-22, inclusive**, of the Regulations of Connecticut State Agencies. A copy of these regulations are attached hereto and incorporated herein.

This application is submitted with a **certified check or bank check** payable to the **Department of Environmental Protection** in the amount of no less than **fifty percent (50%)** of the rental fee.

I understand that unless prior approval is granted by the Commissioner of Environmental Protection, this rental contract does not authorize the use of any part of Fort Trumbull State Park other than The Conference Center.

I have read the attached Regulations of Connecticut State Agencies. I understand them and agree to comply with them.

\_\_\_\_\_  
Authorized Signature of Applicant Date

\_\_\_\_\_  
Authorized Signature of Applicant Date