

Revised
2013



WRIGHT CITY PARKS FACILITY RESERVATION APPLICATION

Office Use Only
Date: _____
Deposit Received: _____
Deposit Returned: _____

Date: _____ Date Requested: _____

_____ Diekroeger Main Pavilion _____ Ruge Park West Pavilion _____ Ruge Ballfield West (1)
_____ Basketball Courts Ruge/Diekroeger _____ Ruge Park East Pavilion _____ Ruge Ballfield East (2)

Name: _____

Address: _____ City: _____ State: _____

Email Address: _____

Daytime Phone: () _____ - _____ Evening Phone: () _____ - _____

Time Requested: (Start & Finish) _____

(Note, All events are over at 8:00 pm and must be cleared from the park by 9:00 pm.)

Type of Event: _____ Estimated Attendance: _____

Non-Refundable Fee (City Residents) \$45.00 \$ _____
Non-Refundable Fee (Non Residents) \$70.00 \$ _____
Alcohol Permit Fee ___ Yes ___ No \$25.00 \$ _____

Ball Fields ___ Yes ___ No ___ West(1) ___ East(2)
Basketball Courts ___ Yes ___ No ___ Ruge ___ Diekroeger
Per Hour (City Residents) \$30.00 \$ _____
Per Hour (Non Residents) \$45.00 \$ _____

If Alcohol and 50+ people are present a \$100 Cleaning and Damage Deposit is Required. \$ _____

This deposit is refundable after inspection and approval of park staff.

(By Ordinance, No Alcohol is allowed in a City Park Without a Permit.)

Total Fees: \$ _____

- A copy of the responsible applicant's driver's license and proof of residency is required.
- Alcohol is PROHIBITED in any City Park without a Special Permit.
- All Fees and Deposits must be paid before the reservation is issued.
- Permits will be posted by the Wright City Parks Department on the day of the event.

My signature on this form indicates I have read the guidelines and agree to abide by them.

Signature of Responsible Party: _____ Date: _____

Special Events Must Be Approved by the Parks Department

(See attachment for policy and definitions of Special Events.)

Special Event Special Permit: ___ Yes ___ No
Alcoholic Beverages Special Permit: ___ Yes ___ No
Vendors Special Permit: ___ Yes ___ No
Entertainment Special Permit: ___ Yes ___ No

If Yes; What type will it be, and will it be heard for more that 50 ft. from the source: _____

Special Permit Approved By: _____ Date: _____