



ACTIVITY BUILDING REQUEST FORM

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

All requests are processed on a first-come, first-serve basis. Building may be booked 12 months in advance. All fees and deposits must be paid before reservations are issued.

Fill out the form completely, including the date and time for the request, as well add your contact information and return to the Parks and Recreation office or City Hall.

- 1) A copy of the responsible applicant's driver's license and proof of residency is required.
- 2) Non-profit Civic clubs and organizations with a 501(c)(3) status may request to use the facilities free of charge by supplying proper documentation to the Wright City Parks Department.

Name of individual/organization requesting the facility: _____

Address: _____ **City:** _____ **State:** _____

Daytime Phone () _____ - _____ **Evening Phone ()** _____ - _____

Email Address: _____

Type of activity and activities during event (be specific): _____

Number of people attending event: _____

Date Requested: _____ **Time Requested (Must Reflect Set Up and Clean Up)** _____

My signature on this form indicates that I have read the Activity Building Reservation Rules/Policy and agree to abide by them. I also understand that approval to hold this event does not grant exclusive use of the park or any other park facility. The park will remain open to the public for use.

Cancellation Policy: 30 Days advance notice is required for a refund. A processing fee of 10% of the refund total will be withheld from the refund. The City will not give refunds for rain or weather related cancellations.

Signature	Circle <u>Yes</u> or <u>No</u>	Date	Deposit	Fee
Will alcohol be present?	YES NO			
If no: \$100 refundable cleaning/damage deposit is required.			\$ _____	
If yes: \$200 refundable cleaning/damage deposit is required			\$ _____	
If yes: a non-refundable alcohol permit is required. (By ordinance alcohol is not allowed in W.C. Parks without a permit)				
Will alcohol be sold?	YES NO	Hours		
If yes: a liquor license, proof of insurance, board approval, and an alcohol permit are required. Security may also be required. (WC Officer at current hourly rate)		_____		\$ _____
Will attendance be 100+?	YES NO			
If yes; security may be required (WC Officer at current hourly rate)		_____		\$ _____

<u>Building Rental Fees</u>	Hours	Rate	Fee
Meetings - \$25/Hr Resident & \$30/Hr Non Resident	_____ x _____	_____	\$ _____
Special Events - \$45/Hr Resident & \$55/Hr Non Resident	_____ x _____	_____	\$ _____
Building Pavilion- \$45 Resident & \$70 Non-Resident (Additional \$25 if activity room is also rented)			\$ _____
Alcohol Permit Fee - \$25 Resident & Non Resident			\$ _____

Time Requested must include set up and clean up. You will be charged for any time before or after requested times.	Total Due \$ _____
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