



# ACTIVITY BUILDING REQUEST FORM

<b>Office Use Only</b>
Date: _____
Deposit Received: _____
Deposit Returned: _____

All requests are processed on a first-come, first-serve basis. Building may be booked 12 months in advance. You may obtain a Facility Request Packet from the Wright City Parks and Recreation Office or City Hall.

- 1) 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.
- 2) A copy of the responsible applicant's driver's license and proof of residency is required.
- 3) 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):** \_\_\_\_\_

**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	Date			
		<b>Circle <u>Yes</u> or <u>No</u></b>	<b>Hours</b>	<b>Deposit</b>
<b>Will alcohol be present?</b>		<b>YES    NO</b>		
If no: \$100 cleaning/damage deposit is required.				\$ _____
If yes: \$200 cleaning/damage deposit is required, and an alcohol permit of \$25 is required.				\$ _____    \$ _____
<b>Will alcohol be sold?</b>		<b>YES    NO</b>		
If yes: a liquor license, proof of insurance, board approval, and an alcohol permit are required. Security may also be required. (Wright City Police Officer \$20.00 per hour)			_____	\$ _____
<b>Will attendance be 100+?</b>		<b>YES    NO</b>		
If yes; security may be required (Wright City Police Officer \$20.00 per hour)			_____	\$ _____

<u><b>Building Rental Fees</b></u>	<b>Hours</b>	<b>Fee</b>
Meetings - \$25/Hr Resident & \$30/Hr Non Resident	_____	\$ _____
Special Events - \$45/Hr Resident & \$50/Hr Non Resident	_____	\$ _____
Building Pavilion- \$25 Resident & \$50 Non-Resident (\$25 if activity room is also rented)		\$ _____
	<b>Total Due</b>	<b>\$ _____</b>

**Time Requested must include set up and clean up. You will be charged for anytime before or after requested times.**