



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)
_____ Activity Building Pavilion	_____ 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)	\$35.00	\$ _____
Non-Refundable Fee	(Non Residents)	\$60.00	\$ _____
Alcohol Permit Fee	___Yes ___No	\$25.00	\$ _____
<i>If Alcohol and 50+ people are present a \$100.00 Cleaning and Damage Deposit is Required.</i>			\$ _____

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

Ball Fields	___Yes ___No	___West(1)	___East(2)	
Per Hour	(City Residents)	\$25.00		\$ _____
Per Hour	(Non Residents)	\$35.00		\$ _____

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.

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: _____

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

Signature

Date