



BUILDING, PARK SHELTER, & SPECIAL AREAS **RENTAL APPLICATION**

Office Use Only!
Date Rcv'd _____
Time _____ Initials _____
Permit # _____
Receipt # _____

Persons must be at least 18 years of age to rent facilities and 21 years of age to obtain alcohol permit.

GENERAL INFORMATION (print with blue or black ink)

****Please complete the rental payee form if payee is different than responsible party.**

Name of Responsible Party _____ Date of Birth _____

Organization (if any) _____ Tax Exempt number (attach proof) _____

Address _____

City _____ State _____ Zip _____

Email _____ Fax _____

Phone # during event _____ Evening Phone _____ Cell _____

Name of alternate contact _____ Phone _____

<u>Building Rentals (check one)</u>		
<input type="checkbox"/> Rotary	<input type="checkbox"/> EB Shurts	<input type="checkbox"/> Schuetze Recreation Center-Room(s) Requested _____
Will WPRF be cleaning the building? ____ Yes ____ No (Optional for rentals 7 hours or less)		

<u>Park Shelters & Special Areas (check one)</u>			
<input type="checkbox"/> Park Shelter _____ (name of park)	<input type="checkbox"/> Formal Gardens	<input type="checkbox"/> Band Shell	<input type="checkbox"/> Amphitheater

Start Time (Include set-up time) _____	End Time (include clean-up time) _____
Date of event _____	Estimated Attendance _____
Purpose of Event _____	

<u>ALCOHOL PERMIT</u>	
*I will be providing alcohol beverages during the event and will comply with the alcohol agreement policies and procedures I have read. Additional security (with fees) may be required.	
SIGNATURE _____	Date _____

Will there be sales of any kind? ____ Yes ____ No	If yes, see policies & procedures
Will tents /temp. structures be used? ____ Yes ____ No	If yes, see policies & procedures (Inflatable prohibited)

✗ I have received copies of WPRF's policies applicable to my rental(s), including a schedule of Park Facility Fees & Charges, and shall comply with all requirements they contain. I shall exercise the utmost care in the use of the facilities and will make good any damage from my use or my guests' use of the premises.

SIGNATURE _____ Date _____
(of responsible party)

Office Use Only!	
Total Payment \$ _____	Cash Check Charge
Usage Permit Approved By: _____	Date: _____
Alcohol Authorization By: _____	Date: _____

****IMPORTANT! BRING YOUR PERMIT COPY TO YOUR EVENT!**