

CITY OF WEATHERBY LAKE COMMUNITY CENTER RENTAL AGREEMENT

RENTER/RESPONSIBLE PARTY: _____

STREET ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

TELEPHONE: _____ Email: _____

TYPE OF ACTIVITY: _____ EXPECTED ATTENDANCE: _____

DATE DESIRED: _____ Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun ___

TIME: (from) _____ (to) _____

Will alcoholic beverages be available at the event? YES _____ NO _____

If so, time alcohol will be served or available: From: _____ To: _____

Security is required to be present while alcohol is available, and must be the last person to leave the building. Alcoholic beverages may not be sold or served to minors

The undersigned does hereby acknowledge that he/she is familiar with and fully understands the Rules and Regulations pertaining to the Community Center, and further agrees to abide by such Rules and Regulations as a condition of this application being granted. Further, the undersigned agrees to hold the City of Weatherby Lake harmless from any incident that should occur while the facility is under lease.

SIGNATURE: _____ DATE: _____

PLEASE MAKE CHECKS PAYABLE TO: CITY OF WEATHERBY LAKE
****NOTE: A deposit is due at the time of the contract to guarantee date****

FOR OFFICE USE ONLY:

DEPOSIT ROLLED FORWARD FROM CONTRACT # _____

DEPOSIT: \$ _____ RECEIVED BY: _____ DATE PAID: _____

RENTAL FEE: \$ _____ RECEIVED BY: _____ DATE PAID: _____

SECURITY FEE: \$ _____ RECEIVED BY: _____ DATE PAID: _____

[] Recorded on Calendars Initial _____ Date: _____

RECOMMENDED ACTION:

Refund Full Deposit:	<input type="checkbox"/>	Amount: \$ _____	Initial: _____
Retain Portion of Deposit:	<input type="checkbox"/>	Amount: \$ _____	Initial: _____
Roll Deposit Forward to Next Event:	<input type="checkbox"/>	Contract # _____	Initial: _____

COMMENTS: _____

