Town of Wellton

Facility Use Application

Application Date: _____

Name / Organization: _____

Physical Address (Town): _____

Mailing Address: _____

Contact Name: _____ Daytime Phone: _____

Date of Event: _____ Time: _____ to _____ Estimated Attendance: _____

Type of Event: _____

Extended Use: Day of Week: _____ Starting Date: _____ Ending Date: _____

Extended Use Applications will be renewed on January 1st and July 1st of each year.
Extended Use Applications are restricted to Monday – Thursday use.

Facility Requested

Butterfield Park		Community Center		Other	
($50.00 Deposit - $30.00 Rental Fee)		($150.00 Deposit - $300.00 Rental Fee)		West Side Park	☐
Upper Ramada – 1	☐	Grand Canyon Room	☐	Basketball Court	☐
Upper Ramada – 2	☐	Arizona Room	☐	Butterfield Golf Course	☐
Lower Ramada – 3	☐	Kitchen	☐	Other: _____	
Lower Ramada – 4	☐	Event Deck	☐		

NO VEHICLES ALLOWED ON THE GRASS AREAS!
DEPOSIT WILL BE FORFEITED!

Alcohol, Security and Insurance

Will alcohol be sold, consumed or served?   Yes ☐   No ☐
If so, is your Special Event License and proof of insurance attached?
                                                           Yes ☐   No ☐
Does your event require security? If so, list the names:

1. _____

2. _____

3. _____

Keys

A key to any facility can be checked out the day before an event. If the event is on a weekend, the key must be checked out before 5:00 PM on Thursday. KEYS MUST BE RETURNED BEFORE THE DEPOSIT IS REFUNDED.

Checked out: _____

Checked in: _____

I acknowledge that I have been given the attached rules for use of the facility and agree to abide by all rules.

Signature: _____

Approval

☐ Town Hall   _____

☐ Public Works / Park _____

☐ Police Department   _____

FOR OFFICE USE ONLY
Security / Maintenance Deposit

Amount of Deposit: $_____ ☐ Cash or ☐ Check # _____ Taken by: _____

I hereby acknowledge that I have received the above deposit, which was held for me by the Town of Wellton as a Security / Maintenance deposit for the use of a Town facility.

Amount of Deposit: $_____ Signature: _____ Date: _____