



TOWN OF WENDELL TOWN BOARD OF COMMISSIONERS' ROOM RESERVATION REQUEST FORM

Please complete this form and return to: Town Clerk, Town of Wendell, 15 E Fourth Street, Wendell, NC 27591.

Submission of Reservation Request Form does not guarantee reservation until your request has been approved. Review of request begins when a completed application and applicable fee(s) are received.

Applicant Information

Applicant Name: _____

Government Organization/Local Community Group: _____

Applicant Address: _____
Street/Route City State Zip

Home Phone # _____ Cell Phone # _____

Email Address: _____

Signature of Applicant: _____ Date: _____

Applicant has read and understands the Use of the Board of Commissioners' Room Policy and accepts responsibility for the reservation. Applicant certifies that this request is not a commercial function.

Event Information

Name of Event: _____

Event Date(s):	
Set-up Time(s) Begins	
Time(s) Event Begins:	
Time(s) Event Ends:	
Clean-up Time(s) Ends:	






Number of attendees for the meeting: _____

Purpose of the meeting and the types of activities during the meeting: _____

Person in charge and on site during Event: _____

Phone Number of person in charge and on site during Event: _____

Applicant Responsibilities

-  Number of attendees may not exceed the meeting room capacity.
-  Smoke free facility.
-  No alcoholic beverages, illegal drugs and weapons are permitted at Town Hall.
-  Food and drink may be brought into the Board of Commissioners Room with advance permission of the Town Manager **and** room set up includes attendees seated at tables.
-  The Board of Commissioners Room will not be used for commercial (conducting on site sales or any other form of funds solicitation) or fund raising activities.

Special Assistant to the Manager-Town Clerk and Town Manager Decision

_____ Approved as submitted.

_____ Approved with the following condition(s):

- _____ Staff and /or Audio/Visual Equipment - \$35 per hour; payable upon receipt of Reservation Request Form
- _____ Invoice for custodial charges, if applicable; payable by cash or money order to the Town of Wendell the day before the meeting
- _____ Other: _____

Reason for Denial: _____

Town of Wendell Staff Use Only

Date application received:		Received by:	
Valid picture ID: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Payment received by: _____ Amount of Payment: _____ Date: _____			
_____ Town Clerk	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____	Note(s):	
_____ Town Manager	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____	Note(s):	
Date of Notifications: <input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Finance <input type="checkbox"/> Event Organizer			