



**Town of Wendell
Parks & Recreation
Facility Rental Application**

Applicant Information

Applicant Name: _____

Organization (if applicable): _____

Applicant Address: _____

Street/Route City State Zip

Home Telephone # _____ Business Telephone # _____

Cell Phone # _____ Fax # _____

Email Address: _____

Event Information

Name of Event: _____

Purpose of Event: _____

Event Date:	
Set-up Time Begins	
Time Event Begins:	
Time Event Ends:	
Clean-up Time Ends:	

Estimated Attendance: _____

Check the area(s) of the facility requested for rental:

<input type="checkbox"/>	Room A
<input type="checkbox"/>	Room B
<input type="checkbox"/>	Kitchen

<input type="checkbox"/>	Gym
<input type="checkbox"/>	Stage
<input type="checkbox"/>	Entire Facility

Applicant Responsibilities

- Space is reserved when an application and deposit are received.
- Requests must be in writing for each occasion and are not automatically renewed.
- If alcohol will be served, applicant must abide by the rules for the Wendell Community Center; **and** have all applicable Alcohol Beverage Control (ABC) permits.
 - o Use of alcohol: No: Yes:
- If food trucks will be on site, all commercial food vendors must be approved by Wake County Environmental Services.
 - o Food trucks: No: Yes:

Town of Wendell Staff Use Only

Date application received:	Received by:
Valid Picture ID: Yes <input type="checkbox"/> No <input type="checkbox"/>	

	Hours	Amount	Cost		Account Code
Amount due for additional setup:	0	\$ 20.00	\$ -		
Amount due for breakdown:		\$ 20.00	\$ -		
Amount due for actual event:			\$ -		
Amount due for actual event:			\$ -		
SUBTOTAL -Total Amount due for Rental of Facility:			\$ -		10-365-0200
Amount due for police officer			\$ -		10-208-0000
Amount due for dumpster	1		\$ -		
Amount due for clean-up	1		\$ -		10-620-4600
Amount due for insurance			\$ -		10-620-5400
SUBTOTAL - Total Amount for other services for rental:			\$ -		
TOTAL DUE FOR EVENT:			\$ -		

Space is not reserved until deposit is received.

Non-Refundable Deposit Due: \$ -

Signer understands and agrees to non-refundable deposit.
 Deposit submitted by: _____

Balance Due	Amount Paid	Date Received	Received By
\$ -	\$ -		
\$ -			
\$ -			
\$ -			
\$ -			

Applicant's Affidavit

I understand the space is reserved when the non-refundable deposit is received in full by the Town of Wendell. I also understand that as the event coordinator, I am responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

 Name of the Event Coordinator

 Signature of the Event Coordinator

 Date