

# EVENT FORM

Vendor # \_\_\_\_\_

Applicant / Organization \_\_\_\_\_

Phone #: \_\_\_\_\_

Date of Event \_\_\_\_\_

Average Daily Attendance: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Total # of Hours Used \_\_\_\_\_  
(This includes setup and cleanup)

Type of Event: \_\_\_\_\_

**Specific Facility Requested:**

- Council Chambers                       City Park – Gazebo                       City Park – Northeast Picnic Area  
 City Park – Stage Area                       City Park – Children’s Pavilion

**( ) Civic Center**

- Will this event be advertised to the public?                      Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will you be serving food?                      Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will you be serving alcohol?                      Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will you need chairs/tables      How many? \_\_\_\_\_                      Yes \_\_\_\_\_ No \_\_\_\_\_

All fees (including rental charges, cleaning deposits, set-up charges, additional purchased time, additional rental space, etc.) are due two weeks prior to the date of the scheduled event. Failure to pay these rental fees by the required due date may result in forfeiture of reserved date(s).

Event Insurance may be necessary for certain rentals. Private renters may provide their own Event Insurance or apply for Event Insurance through Washington Cities Insurance Authority (WCIA) at least 2 weeks prior to scheduled event. Contact the Event Coordinator for more information. Corporation and non-profit rentals may provide a copy of their Commercial Liability Insurance in place of the WCIA insurance, but *certificate must list the “City of Chewelah as Additional Insured”, the date(s) of the event and the facility used.* If alcohol will be served the certificate must state “Liquor Liability Included.”

I agree to the above and have received a copy of the Rules and Regulations pertaining to the space I have rented / reserved.

\_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE:**

Due Date of all applicable rents, deposits, fees, permits, and insurance verification : \_\_\_\_\_

Non-Refundable Application Fee Due with Signed Agreement	\$25 Received On _____
Liability Insurance	Date Received: _____

**Please Make Checks Payable To:  
City of Chewelah**

Rental Due: <small>Private      or      non profit</small>	
Equipment Fee:	
Set Up/Take Down Fee:	
Storage Space Fee:	
Damage/Cleaning Deposit	
<b>Total Due</b>	