

Application for the Use of the Commons at Pond Park

The Commons at Pond Park is a meeting facility approximately **50 feet by 100 feet**. It includes a **kitchen area with fridge, stove, microwave and coffeemaker, approximately 40 eight-foot tables and 320 chairs, 6 room dividers podium, small round table, sound system and microphone available for use**. Any person or organization seeking to use the Commons facility shall file this application with the City of Powell not more than 365 days before the date on which the applicant seeks to use the facility. **IF TAPE IS USED ON THE FLOOR OR NAILS/SCREWS IN THE WALL, THE DEPOSIT WILL BE FOREFEITED.**

1. Information on the individual/group/organization applying for use of the facility:

Event Name	
Name of individual submitting application	Phone Number
Mailing Address	City – State – ZIP

2. Date of requested use and hours activity will begin and end:
 Event Date(s): _____ Event Time: _____
Beginning Hour Ending Hour
 Additional Day(s) (set-up/take-down): _____

3. Maximum number of persons anticipated to attend the event: _____

4. Microphone Needed: _____ Yes _____ No

5. Internet Needed: _____ Yes _____ No

6. Describe, in detail, the intended use of the facility (reception, workshop, programs, dances, entertainment, etc.)

7. Describe any equipment proposed to be used at the facility (musical, theatrical, DJ, props, etc.) City does not provide equipment.

8. Alcohol to be Served/Sold: _____ Yes _____ No
 (if yes an additional application needs to be filled out in the Clerk’s Office)
- Malt Beverage Permits and Catering permits need council approval 30 days in advance.
 - Catering permits can ONLY be obtained by a retail liquor license holder.
 - Beer/Wine/Champagne Permits need a 72 hour notice (served only)

Any alcohol permit issued by the City of Powell does not exempt an applicant from any State or City laws and regulations governing the sale, dispensing, and consumption of alcohol.

All User Fees shall be forfeited if cancellation of reservation is not made at least 2 weeks prior to the scheduled event, otherwise a \$25 fee will be assessed.

**CITY OF POWELL
RELEASE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT**

The undersigned agrees to indemnify and hold harmless the City of Powell and its officers, agents, employees, volunteers, successors and assigns (hereinafter collectively referred to as "City") from any and all causes of action, claims, suits, costs, damages, and attorney's fees which may be asserted against the City as a result of or in any way arising out of the use, operation or maintenance of any City facility or any land in the ownership or possession of the City of Powell or which may be asserted against the City as a result of the undersigned's presence or other activities conducted in or upon any City property for any purpose. The undersigned further waives and releases any and all claims, demands and causes of action which the undersigned may or could assert against the City arising out of the use, operation or maintenance from the undersigned's presence or activities conducted in or upon any City property for any purpose. The undersigned further agrees to refrain from filing any claims, demands, complaints, suits or other legal or administrative complaints against the City. The undersigned acknowledges that this Release, Indemnification and Hold Harmless Agreement has the effect of relinquishing certain legal rights that the undersigned could or may otherwise assert against the City and that the undersigned is assuming financial risks and responsibilities to the City and to the general public. Further, the undersigned agrees generally to defend, indemnify and hold harmless the City from and against any and all costs, attorney's fees, liabilities, judgments, damages and other expenses which the City may incur as a result of any of the undersigned's activities in or upon City property.

Applicant agrees to provide, upon request, any additional information with the City of Powell may deem necessary to make a fair and informed decision on the request for use of this facility. The applicant understands and agrees that the request for use herein may not be approved and the City of Powell may revoke the approval at a later date at any time and without notice due to unavailability of the facility or based on facts brought to their attention which indicates that said use will not be in compliance with any Use Policy in effect. Application further states that he/she has carefully read the foregoing paragraph and any User Policy in effect and knows the contents thereof and agrees to abide by all terms of the foregoing application and User Policy and signs this application as his/her free act. The City of Powell is not responsible for lost or stolen personal items.

Dated: _____

By: _____

Printed Name

Signature

STATE OF WYOMING)

)ss.

COUNTY OF PARK)

Subscribed and sworn before me this ____ day of _____.

(SEAL)

My Commission Expires:

Notary Public

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THE COMMONS AT POND PARK IS A NON-SMOKING FACILITY

FEES:

Commons Daily User Fees:	\$150/day	Commons Daily Alcohol Fee:	\$50/day
Commons Damage Deposit:	\$150	Commons Alcohol Deposit:	\$100/day
Additional days for set up/take down:	\$25/day		
Internet Usage fee:	\$20/day	(one week advance notice needed)	
Cancellation fee (more than 2 weeks)	\$25		
Cancellation fee (2 weeks or less)	All user fees		

Make checks payable to the "City of Powell"

OFFICE USE ONLY

Event: _____

Event Date: _____

Facility Daily User Fee: \$ _____
 Facility Use Deposit: \$ _____
 Additional Days: (setup/take down) \$ _____
 Internet Usage Fee: \$ _____
 Facility Daily Alcohol Fee: Separate Permit
 Facility Alcohol Deposit: Separate Permit

Cc: _____ Police
_____ Custodian

TOTAL FEES RECEIVED (includes deposit): \$ _____

Keys Returned: Yes No Cleanup: Approved Not Approved

Any damages to be billed: \$ _____ for _____

Facility Use Deposit to be returned: \$ _____
 Less any damages: - \$ _____
 Total \$ _____

Alcohol Deposit to be returned: on alcohol permit.

Return user deposit to:

Forwarded for refund processing: _____, 20__

by: _____

Check # _____ Amount _____

Accounts Payable: _____

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