



**Webb City Parks & Recreation Department  
Mining Days Building/Amphitheater  
Reservation Application  
Facility Reservation # (417) 673-4651**

**Group/Contact Information**

Applicant / Contact Name: \_\_\_\_\_  
 Group Name: \_\_\_\_\_  
 Type of Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_  
 Daytime Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Event Information**

Brief Description of the Event / Program: \_\_\_\_\_  
 Total Estimated Attendance: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Adults: \_\_\_\_\_  
 Day(s) and Date(s) Requested: \_\_\_\_\_

Available **5:00 am to 11:00 pm** Sunday -- Thursday & **5:00 am to Midnight** on Friday & Saturday

*\*When requesting a reservation, please be sure to include adequate time for your group's set up and cleanup- you may **NOT** use the day before for setup or the day after for clean up unless you **RENT THE FACILITY**.\**

Fees	Reservation Fees	Cleaning Deposit	Totals
Mining Days Building:	\$ 150.00 per day	\$100.00	\$ _____
Amphitheater	\$ 75.00 per day	\$ 50.00	\$ _____
Both facilities:	\$ 200.00 per day	\$150.00	\$ _____
Security Guard: (2 hr. minimum)	\$ 25.00 per hour x _____ hrs		\$ _____
Credit Card Fee	\$2.25		\$ _____
Total Fees Due: \$			_____

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Cash: \_\_\_\_\_ Check: # \_\_\_\_\_ Credit Card: \_\_\_\_\_ Receipt: # \_\_\_\_\_

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**For Office Use Only:** Date Application, Fees, & Insurance Received: \_\_\_\_\_

Date Approved or Denied: \_\_\_\_\_ By: \_\_\_\_\_

Date Group Notified of Approval/Denial: \_\_\_\_\_ Event Security Required: Yes \_\_\_ No \_\_\_

Date Security Fee Due/Received: \_\_\_\_\_ Date Police Department Notified: \_\_\_\_\_

Deposit: \_\_\_ Mail \_\_\_ Pick up Refund amount: Rent \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Refund to: \_\_\_\_\_

**Refund checks may either be picked up at City Hall on the Friday after your rental date after 2:00 p.m. or the refund check will be mailed to you on the Friday after your rental date.**