



**Webb City 66 Event Center
Reservation Application**

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 _____
 Days(s) and Date(s) Requested: _____

Available **5:00 am to 11:00 pm** Sunday -- Thursday & **5:00 am to Midnight** 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***.*

<u>FEES</u>	<u>Reservation Fees</u>	<u>Cleaning Deposit</u>	<u>Totals</u>
Event Center	\$150.00 per day	\$100.00	\$ _____
Off Duty Police Security (2 hr minimum)	\$25.00 per hour x _____ hrs		\$ _____
	Total Fees Due		\$ _____

Applicant Signature _____ Date: _____

Paid by Cash: _____ Check # _____ Other _____ Receipt # _____

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 pm or the check will be mailed to you.