

TOWN OF WELLS PUBLIC FACILITY USE APPLICATION

Facility (Please check):

Wells Harbor Park		Wells Activity Center		Wells Walter Marsh Recreation Park	
	Pavilion		Stage		Pavilion
	Gazebo		Kitchen		

Date of Event: _____ Time of Event: Start _____ End _____
(Must include set-up & clean-up time)

Description of Event: _____ Number of Guests: _____

Contact Information

Organization: _____

Designated User: _____

Address: _____
Street
Town
State
Zip

Email: _____ Cell Phone: _____

Alcohol: (Circle one) YES NO Police Officer: (Circle one) YES NO

Fees:

Hourly Rate:	Number of Hours:	Total Rental Fee:	Security Deposit:	TOTAL AMOUNT DUE (Rental Fee + Security Deposit):
Resident: \$60		\$	\$ 100.00	\$
Non-Resident: \$70		\$	\$ 100.00	\$
Organization: \$70		\$	\$ 100.00	\$

Specific Terms and Conditions:

1. Public Facility Use Agreement terms and conditions must accompany this form.
2. Provide additional proof of insurance if cooking is to be done on site (\$50,000 min.)
3. Payment must be included with application. Payment may be made via cash, check or credit card at the Wells Recreation Office (412 Branch Road, Wells) or checks can be mailed to 208 Sanford Rd, Wells, ME 04090. Checks to be made out to: **Town of Wells**

Staff Use Only

Rental Fee Paid:	Security Deposit:	Date:	Cash/Check/CC:	Staff Initials: