

TOWN OF MINDEN

CVIC HALL /MINDEN PARK WEDDING PACKAGE APPLICATION AND USE PERMIT

This application and deposit of \$400.00 must be on file in Town of Minden in order to guarantee facility rental

Person/Responsible Party Home phone Work phone

Names of wedding party contacts

Mailing Address City and State Zip Code

Physical Address City and State Zip Code

Requested date(s) Anticipated number of people

Will alcohol be served? Yes \_\_\_ No \_\_\_

If yes, will alcohol be sold? Yes \_\_\_ No \_\_\_

If alcohol is to be sold, a permit must be obtained from the Sheriff's Office.

CVIC HALL Friday: Open time \_\_\_ Close time \_\_\_ Saturday: Open time \_\_\_ Close time \_\_\_

Upstairs Meeting Room Open? Yes \_\_\_ No \_\_\_ Esmeralda Room Open? Yes \_\_\_ No \_\_\_

Sound System: Microphones Yes \_\_\_ No \_\_\_ How many \_\_\_ CD player: Yes \_\_\_ No \_\_\_

Stage lights: Yes \_\_\_ No \_\_\_ Screen Yes \_\_\_ No \_\_\_

Nature and duration of any amplified sound

Other special needs

MINDEN PARK Friday: Open time \_\_\_ Close time \_\_\_ Saturday: Open time \_\_\_ Close time \_\_\_

Sound System: Microphones \_\_\_ How many? \_\_\_ CD player Yes \_\_\_ No \_\_\_

Electricity on \_\_\_ Chairs \_\_\_ Tables \_\_\_ Will you be using tent? Yes \_\_\_ No \_\_\_

Other

APPLICANT CERTIFIES RECEIVING THE CVIC /MINDEN PARK POLICIES AND PROCEDURES AND AGREES TO ABIDE BY ALL PROVISIONS THEREOF. APPLICANT/RESPONSIBLE PARTY MUST HAVE A COPY OF THIS APPLICATION DURING RENTAL.

Signature of applicant Date

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OFFICE USE ONLY

EXPECTED FEES DUE DATE: DATE RENT RECEIVED: Cash Check

Date deposit rec'd Approved: Yes \_\_\_ No \_\_\_ Deposit check # Deposit cash

Remarks

Insurance type required: Homeowners \_\_\_ Special event \_\_\_ Liability amount

POI on file \_\_\_ POI pending \_\_\_ Date Ins. Rcvd \_\_\_ Notes

Security required Yes \_\_\_ No \_\_\_ Proof of security recvd \_\_\_ Policy given Yes \_\_\_ No \_\_\_

Actual fee total Refund amount Deposit return date