

WILLITS CENTER FOR THE ARTS

71 E. Commercial St., Willits, Ca. 95490

(707) 459- 1726

AREA(S) REQUESTED: Great Room _____ Class Room _____

DATES REQUESTED _____ TIME: _____ TO: _____ EVENT STARTS: _____

WILL ALCHOHOL BE SERVED?: _____ WILL ALCHOHOL BE SOLD?: _____

IN ATTENDANCE: _____ (Capacity 175 Great Room, 35 Classroom)

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ PHONE: _____

MAILING ADDRESS: _____ EMAIL: _____

EMERGENCY/ALTERNATE CONTACT PERSON: _____ PHONE: _____

PROPOSED USE: _____ ENTRANCE FEE: _____

SECURITY COMPANY: _____ CLEANING SERVICE: _____

As an individual, group or organization applying for permission to use the Willits Center for the Arts Building, it is hereby agreed that I/We shall comply with each of the RULES AND REGULATIONS FOR USE OF THIS FACILITY as established by the WCA Board, a copy of which is furnished with this application.

APPLICANT'S SIGNATURE: _____ DATE: _____

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Charges to be paid –

USE FEE \$ _____ CLEANING DEPOSIT \$ _____ (Refundable per RULES & REGS)

Required Insurance Documents on File: _____ Date: _____

APPROVED _____ DENIED _____ ALCHOHOL APPROVAL _____

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MANAGER USE ONLY

FACILITY USE FEE: \$ _____ DATE PAID: _____ CHECK# _____

CLEANING DEPOSIT: \$ _____ DATE PAID: _____ CHECK# _____

LESS DAMAGES: \$ _____ EXPLANATION OF DAMAGES: _____

AGREEMENT OF TERMS

Applicant hereby agrees to hold the Willits Center for the Arts, its Board Member and Manager, Members thereof and all officers, agents, volunteers and employees free and harmless from any and all loss, damage, liability, cost or expense that may arise during occupancy of the WCA facility or that may be caused by such occupancy. The undersigned hereby certifies that he/she will personally responsible on behalf of the applicant for any damages sustained by the building, furniture or equipment. Damages sustained to the above shall be compensated within (7) days.

I _____, have read and fully understand and agree to the Terms as (Print Name) _____ described in the Rules and Regulations and Conditions of use pertaining to my scheduled event on _____
In the _____.

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1. Great Room (175 People)
 2. Classroom (35 People)

Signature of Applicant Date

Signature of Manager Date