



# City of Leavenworth Festhalle and Civic Center

1001 Front Street / P.O. Box 287  
 Leavenworth, WA 98826-0154  
 (509) 548-6789 Fax (509) 548-7539

## FACILITY USE APPLICATION

Applicant / Organization:		Date:
Mailing Address:		
City:	State:	Zip:
Contact Person:	Phone:	Email:
Alternate Contact:	Phone:	Email:
Reservation Date/s:	Event Time _____ to _____	
Type of Activity:	No. of Participants:	

Weekend? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you plan to have? <input type="checkbox"/> Pre-recorded Music <input type="checkbox"/> Live Music
Will Alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Serving Time: _____ to _____
<b>Liquor permit required</b>	<b>Insurance certificate required – see attached policies &amp; procedures</b>

How did you hear about our venue?			
Facilities requested – <i>please check all that apply</i>			
<input type="checkbox"/> Stage Moved/reconfigured	<input type="checkbox"/> A/V Equipment	<input type="checkbox"/> Table Linens	<input type="checkbox"/> Reserved Parking - 24 stalls
<input type="checkbox"/> Tables – est. #	<input type="checkbox"/> Chairs – est. #	<input type="checkbox"/> Setup	<input type="checkbox"/> Tear-Down
<input type="checkbox"/> Post-event Cleaning	<input type="checkbox"/> Special Requests		

**Payment Policy:** 50% of estimated fee due within 90 days of use. Balance due 14 days prior to use date.

**Cancellation Policy:** Cancellation of the “Festhalle Rental Agreement” will result in the loss of the “booking portion” of the deposit. Cancellation within 90 days of the event will also result in a cancellation fee equal to 50% of any and all “Use Fees.”

**Booking Fee:** A \$500 down payment of the damage deposit is due at the time of application and is required in order to reserve the date prior to final agreement.

**Facility Use Policy:** Applicant has received and understands the Leavenworth Festhalle Facilities Policy.

Applicant:	Date:
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\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

<input type="checkbox"/> Ticketed Public	<input type="checkbox"/> Private	<input type="checkbox"/> Non-Profit, Free, By Donation, or Advance Ticketed
<input type="checkbox"/> Rental Amount	<input type="checkbox"/> Security Deposit	
Liquor Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance Certificate Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approved	Approval Signature	
<input type="checkbox"/> Denied	<input type="checkbox"/> Letter of explanation sent	
Site Checked by	Date	