



City of Cawker City
804 Locust
Cawker City, KS 67430
Phone: 785-781-4713
Fax: 785-781-4436
E-mail: cawcty@nckcn.com

FACILITY PERMIT / RESERVATION FORM

Person in Charge of Event: \_\_\_\_\_ and/or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested Facility (check one)

Table with 4 columns: Selection, Location, Fee Per Event Day, Use & Availability. Rows include Wyoming Shelter - Lakeside Park, Municipal Golf Course Club House (Commercial/Family/Other), and Municipal Golf Course Club House (Non-profit Clubs/Organizations).

Proposed Use: \_\_\_\_\_

START Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ AM / PM
Month Day Year

END Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ AM / PM
Month Day Year

\_\_\_\_\_ Number of persons expected to attend.

Music & Noise must terminate at \_\_\_\_\_ AM / PM

Will 3.2 beer be consumed during this activity? \_\_\_Yes \_\_\_No

Will 3.2 beer be sold? \_\_\_Yes \_\_\_No Or, given away? \_\_\_Yes \_\_\_No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Deposit: \$\_\_\_\_\_ Other Fees Collected: \$\_\_\_\_\_ for\_\_\_\_\_

Deposit Collected by \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Deposit must be paid 30 days prior to the event. Upon approval of application, key can be picked up at the City Office from the City Clerk and is to be returned the next day. The building is to be cleaned up the day of use or the following day. The application is to be approved by the Mayor and City Council prior to use.

For the Golf Course Club House, the current rate fee will be charged PLUS a \$50 deposit which is refundable upon inspection and return of key. The fee rates are per event day.

The group requesting the building will assist in the setup and are to clean up the facility under the direction of a city or maintenance employee of the City.