

Application for Woodland Community & Senior Center

Primary Contact Person _____

Organization (if applicable) _____

Address City _____ State Zip _____

E-mail _____ Day Phone _____

Evening _____ Phone Cell _____ Fax _____

The Event Date(s) _____ Day(s) of Week _____

Start Time in Facility: _____ End Time in Facility: _____

Person in charge of event _____ Attendance _____

Time Event Starts _____ Description of Event _____

Room(s) Requested _____

Other Event Info/Describe Outdoor Activities _____

Serving food or beverage? Yes No

Selling food or beverage? Yes No

Will alcohol be served? Yes No

Will alcohol be sold? Yes No

Will meal be catered? Yes No

Is there a charge to attend event? Yes No

Is event open to the public? Yes No

Is any part of the event outside? Yes No

Will there be music? Yes No

Live Yes No

Will meal be catered? Yes No

Application Review

Application Received

- Taken by _____
- Date Received _____
 - Is application complete _____
- Permit # _____
- Reviewed by _____
- Date _____

Status

- Resident Adult Non-Profit
- Resident
- Youth/Senior Non-Profit
- Non-Resident
- Commercial, All Fundraisers

Photo ID

- Verified Photo ID _____

Alcohol Permit

- Yes
- No

Deposit

- Date Paid _____

Insurance Requirements

- Additional Insured Endorsement
 - Comments _____
- Product Liability Endorsement
- Host Liquor Endorsement
- Liquor Endorsement
- Liquor License Required
- Business License Required
- Non-Profit Status Required
- Sound Permit Required
- Security Required
 - Number of Security Required _____
 - Time Security Required on Site _____ To _____

Waiver/Reduction Forms

- Completed Waiver/Reduction Forms
- Approved
 - Amount of Waiver/Reduction \$ _____
- Denied
 - Comments _____

(Office use only)

Definitions

Resident

Persons living within the Woodland city limits, who pay Woodland property taxes,

Non Resident

Persons living outside the Woodland city limits, who do not pay Woodland property taxes,

Non-profit

Is a charitable, service, or community organization. Must show proof of 501c (3) status with the Internal Revenue Service.

Commercial

Any company, organization, or individual wishing to sell or promote merchandise.

Fundraisers *(Non-Profit discount does not apply.)*

An event where an admission fee is charged for entry or participation or a donation is collected in order to raise funds for an organization, special cause, or an individual.