



Approval \_\_\_\_\_

Deposit Due / Date \_\_\_\_\_

Amount Paid / Date \_\_\_\_\_

## WESTERLY LIBRARY AND WILCOX PARK Park Use Application Form

The Memorial and Library Association of Westerly (**Association**), a private non-profit association, welcomes the use of Wilcox Park by the community. Wilcox Park is private property and its welfare is entrusted to the Association. To ensure that events do not damage the landscape, dramatically change the atmosphere of the Park or discriminate against any person, an application must be submitted to and approved by the Park Superintendent.

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Date of Event \_\_\_\_\_ Food or Beverages served?\*  Yes  No

Set Up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Park area(s) requested \_\_\_\_\_

Equipment requested (**Check all that apply**)  Chairs\*\*  Tables \*\*  Golf Cart\*\* (transport services)

Other Equipment, or special requests \_\_\_\_\_

**Fee Structure: (Circle all that apply)** A deposit for the full reservation fee is due within seven (7) business days of application approval. All approved reservation requests are considered tentative until the deposit has been received.

- \$50** – Event with **no** Park staff assistance required.
- \$50\*** – Mandatory cleaning fee for any event where food and beverages are served.
- \$200\*\*** – Event with Park staff assistance required (includes chair set-up (up to 20 chairs)), tables (based on availability), or golf cart transport services.
- \$500\*\*** – Event with Park staff assistance and use of a library room (same day - up to 3 hours, during regular business hours only). Additional fees apply to library room rental for events over 3 hours or after-hours. A cleaning fee applies to library room use if food or beverages are served. Other restrictions apply: library room rental is subject to availability. (Please see the Library Facility Use Form for the Library fee schedule.)

Your signature below indicates that you have received and read the **Park Use Guidelines** (Approved by the Board of Trustees September 20, 2016) and the **Library Information and Use Guidelines** (if applicable), provided with this application, and agree to abide by them.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please sign and return a copy of this application to: Alan Peck, Park Superintendent at the address below.*