

# Request to use City of Weiser owned Parks, Facilities, Street Right-Of-Ways, and Traffic Control Devices

Project/Event: \_\_\_\_\_ Location: \_\_\_\_\_

Organization: \_\_\_\_\_ Date(s) & Times: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Detailed Narrative of what is requested that the City of Weiser provides:

Detailed list of materials requested to be used for the event:

Who is responsible for the pickup and return of items to the City of Weiser?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Who is responsible for payment for damaged or stolen items belonging to the City of Weiser?

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Are catering permits required for this event? **Food & Beverage:** YES NO **Alcohol:** YES NO

Have the required permits been obtained? YES NO

Does this event require City Council approval? YES NO

If "YES", has the event been presented and approved? YES NO

For events that require use or temporary closure of City right-of-ways please attach a detailed map.

Signatures of Mayor and Staff:

Parks, Grounds, & Streets: \_\_\_\_\_

Police: \_\_\_\_\_ Fire: \_\_\_\_\_

Public Works: \_\_\_\_\_ City Clerk: \_\_\_\_\_

Mayor: \_\_\_\_\_ Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_