



THE CITY OF LANDER

240 LINCOLN ST, LANDER WY 82520-2848

TELEPHONE 307-332-2870

APPLICATION FOR USE OF LANDER COMMUNITY CENTER

Date: _____

1. Name of Group or Individual requesting use: _____

2. Date(s) requested: _____

3. Activity or purpose building will be used for: _____

4. Approximate number of individuals using area: _____

5. Will kitchen be used: _____ Yes _____ No

6. Will alcohol be served? _____ Yes _____ No

7. Person **RESPONSIBLE** for use, control of activity and participants to be contacted the morning after if necessary: _____ Phone # _____

Signed: _____
Applicant

Address: _____

Phone: _____

A use fee of **\$50.00** will be required at time of booking. The use fee will be applied to your rent fee. The remainder of your fees must be paid two weeks before your event date. If you have to cancel your event, it must be done **two weeks prior** to your scheduled event or the use fee is non-refundable. Fees are subject to change.

- FEES:** \$400 – Entire Community Center (first day)
 \$250 – Back room without kitchen use (first day)
 \$200 – Front dining room and bar (first day)
 \$250 – each additional day for back room \$100 – each additional day for front room only

DEPOSITS: \$250 Deposit - Must be Cash or Money Order Only (Refundable if no damage is done) Damage includes, but is not limited to: broken chairs, tables, spilled items on the carpet, bird seed inside the center and confetti. You will be responsible for the cost of all damages, even if they exceed the \$250 deposit.

\$50 Kitchen Deposit – All items in the Community Center will be counted after your event. The Lander Community Center is a non-smoking facility. If you allow smoking inside the Community Center you will be assessed a \$250.00 smoking fee.

TABLES AND CHAIRS ARE NOT PERMITTED TO LEAVE THE COMMUNITY CENTER BUILDING