

# Leavenworth FestHalle User Application

Applicant \_\_\_\_\_

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

Responsible Person (21 years or older) \_\_\_\_\_

Non-profit status: YES / NO (Include IRS certification) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ E-mail: \_\_\_\_\_

Name or Type of Event \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Food/Beverages Served: \_\_\_\_\_ Alcohol: Yes / No \_\_\_\_\_

Source of Food/Beverage: \_\_\_\_\_

Use Period (Inclusive of set up, event, tear down and clean up) \_\_\_\_\_

\_\_\_\_\_

Equipment Requirements; tables, chairs, etc. \_\_\_\_\_

\_\_\_\_\_

**FestHalle Management to fill out below this line:**

User Category: \_\_\_\_\_

|                                   | Date | Time In/Out | Room Fee | Janitorial | Cleaning | Total |
|-----------------------------------|------|-------------|----------|------------|----------|-------|
| Friday                            |      |             |          |            |          |       |
| Saturday                          |      |             |          |            |          |       |
| Sunday                            |      |             |          |            |          |       |
| Monday                            |      |             |          |            |          |       |
| Tuesday                           |      |             |          |            |          |       |
| Wednesday                         |      |             |          |            |          |       |
| Thursday                          |      |             |          |            |          |       |
| Total estimated fee with deposit: |      |             |          |            |          |       |
| Due with booking contract:        |      |             |          |            |          |       |
| Balance due:                      |      |             |          |            |          |       |