

WHITNEY COMMONS RESERVATION REQUEST FORM

PHONE: (307) 674-7303 FAX: (307) 674-4335

P.O. Box 5085
Sheridan, WY 82801

Today's Date: _____

Name of Person/Organization Responsible for Event:

Day Phone: _____ Evening Phone: _____

Postal Address: _____ City: _____ State: _____

Email Address: _____

Date of Reservation Requested: _____ Alternate Date: _____

Event Start Time: _____ am/pm Event End Time: _____ am/pm

Event Title and Purpose:

Is this event open to the public? Yes _____ No _____

Number of People Expected at Event: _____

Will there be food? Yes _____ No _____ If Yes, describe: _____

Will the event include outside food providers/caterers? Yes _____ No _____

If Yes, who will be providing the food service?

Each food vendor must provide Whitney with proof of permit from the State of Wyoming Health Department.

Will there be music and/or entertainment at the event? Yes _____ No _____

If so, what type of
entertainment? _____

Do you need access to electrical outlets? Yes _____ How many _____ No _____

Will there be alcohol served at the event? Yes _____ No _____

If Yes, who will be serving the alcohol?

If Yes, what kind of alcohol will be served?

Any event requesting to serve alcohol must attain a Various Use Permit for use of alcohol from the City of Sheridan and special event insurance with the standard liability of \$1 million listing Whitney Benefits as additionally insured. Proof of the Permit and Insurance must be provided to Whitney Benefits at least 10 days before the event.

LOCATION REQUESTED (please check):

Please see attached map for park locations.

Reflective Garden _____ West Park _____ Plaza Area _____

Amphitheatre/Stage _____ East Park _____ Pavilion _____

Other _____ (Please describe area)

EQUIPMENT AND PROPS

What equipment is required for your event? Please describe:

ADVERTISING

Will you be advertising your event in the park? Please mark below what you will be using to advertise your event.

Flyers _____ Banners _____ Posters _____ Other _____

RELEASE OF USER

IF YOU ENTER WHITNEY COMMONS, YOU AGREE THAT, TO A MAXIMUM EXTENT PERMITTED BY LAW, YOU WILL USE WHITNEY COMMONS AT YOUR OWN RISK AND THAT WHITNEY BENEFITS, ITS AGENTS AND EMPLOYEES ARE NOT RESPONSIBLE FOR ACCIDENTS OR FOR INJURIES SUSTAINED BY PERSONS USING WHITNEY COMMONS, OR FOR THEFT, LOSS OF OR DAMAGE TO PROPERTY WHICH MAY OCCUR ON WHITNEY COMMONS. IF YOU USE WHITNEY COMMONS, YOU MUST COMPLY WITH ALL POSTED RULES. ALL CHILDREN USING WHITNEY COMMONS MUST BE SUPERVISED BY AN ADULT AT ALL TIMES.

Date: _____

Name (print): _____

Signature: _____