



City of Cawker City
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Cawker City, KS 67430
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FACILITY PERMIT / RESERVATION FORM

Person in Charge of Event: _____ and/or Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

E-mail: _____

Secondary Contact: _____ City: _____ State: _____

Home Phone: (____) _____ Cell Phone: (____) _____

E-mail: _____

Requested Facility (check one)

Table with 4 columns: Selection, Location, Fee Per Event Day, Use & Availability. Rows include Wyoming Shelter - Lakeside Park, Municipal Golf Course Club House (Commercial/Family/Other), and Municipal Golf Course Club House (Non-profit Clubs/Organizations).

Proposed Use: _____

START Date: _____/_____/____ Time _____ AM / PM
Month Day Year

END Date: _____/_____/____ Time _____ AM / PM
Month Day Year

_____ Number of persons expected to attend.

Music & Noise must terminate at _____ AM / PM

Will 3.2 beer be consumed during this activity? ___Yes ___No

Will 3.2 beer be sold? ___Yes ___No Or, given away? ___Yes ___No

Applicant Signature: _____ Date: _____

Deposit: \$_____ Other Fees Collected: \$_____ for_____

Deposit Collected by _____ Date: _____

Permit Approved by _____ Date: _____

Deposit must be paid 30 days prior to the event. Upon approval of application, key can be picked up at the City Office from the City Clerk and is to be returned the next day. The building is to be cleaned up the day of use or the following day. The application is to be approved by the Mayor and City Council prior to use.

For the Golf Course Club House, the current rate fee will be charged PLUS a \$50 deposit which is refundable upon inspection and return of key. The fee rates are per event day.

The group requesting the building will assist in the setup and are to clean up the facility under the direction of a city or maintenance employee of the City.