



Please return to: Town of Minden 1604 Esmeralda Ave. Suite 101 Minden, NV 89423
Phone: 775-782-5976 Fax: 775-782-5287

TOWN OF MINDEN: C.V.I.C. Hall/Minden Park Wedding Package
APPLICATION AND USE PERMIT

This application AND DEPOSIT must be on file in Town of Minden in order to guarantee facility rental.

NAMES OF BRIDE & GROOM DATE(S) OF RENTAL

CONTACT PERSON — RELATIONSHIP TO WEDDING PARTY

HOME PHONE WORK PHONE EMAIL ADDRESS

MAILING ADDRESS CITY STATE ZIP CODE

PHYSICAL ADDRESS CITY STATE ZIP CODE

1ST DAY: REQUESTED OPENING TIME REQUESTED CLOSING TIME TOTAL HOURS ANTICIPATED NUMBER OF PEOPLE

2ND DAY: REQUESTED OPENING TIME REQUESTED CLOSING TIME TOTAL HOURS ANTICIPATED NUMBER OF PEOPLE

Will the activity involve alcohol consumption? Yes No If yes, will alcohol be sold? Yes No

If alcohol is to be sold, a permit must be obtained from the Douglas County Sheriff's Office.

Also: Applicant must check with Nevada State Health Department about Temporary Food Permit, if needed.

C.V.I.C. HALL AMENITIES: Check all the items below that will be needed for your event:

Fortnightly Room: Esmeralda Room: Kitchen: Audio-Visual Screen: Stage Lights:
Microphones: If so, how many? iPod /MP3 Connection: CD Player:

Other Special Needs:

MINDEN PARK AMENITIES: Check all the items below that will be needed for your event:

Electricity: Tables: Chairs: CD Player: Microphones: If so, how many?

Other Special Needs:

Will you be using a tent? Yes No (Please refer to Town Parks Policies regarding tent restrictions.)

APPLICANT CERTIFIES RECEIVING THE CVIC HALL/MINDEN PARK POLICIES AND PROCEDURES AND AGREES TO ABIDE BY ALL PROVISIONS THEREOF. APPLICANT/RESPONSIBLE PARTY MUST HAVE A COPY OF THIS APPLICATION AVAILABLE FOR VIEWING DURING THE WEDDING PACKAGE RENTAL.

Policy Received: SIGNATURE OF APPLICANT DATE

TO BE FILLED OUT BY MINDEN OFFICE PERSONNEL ONLY:

Form with fields for EXPECTED FEES, DUE, ACTUAL FEES, Amount of Insurance, Required: Proof Rec'd, Security Required, Proof Rec'd, Dep. Rec'd, Check No., Date, QB Credit No., QB Sales No., QB Inv No., Payment Rec'd, Check No., Date, Deposit Returned, Date, QB Credit Refunded