



**Facility Usage Request Form for Events**

**Contact Information**

Name (main contact for event): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Requested Space:

- Second Floor

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For Amack's Well Use Only**

Event Approved \_\_\_\_\_ Event Denied \_\_\_\_\_

Requestor Notified \_\_\_\_\_ Event on Calendar \_\_\_\_\_

Event Notes: \_\_\_\_\_

\_\_\_\_\_

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Facility Fees:

\_\_\_\_\_ \$100 reservation fee (0-2hrs)

\_\_\_\_\_ \$50 for each additional hour

\_\_\_\_\_ \$50 minimum purchase

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\$\_\_\_\_\_ **Total Facility Fees**

Payment received on\_\_\_\_\_

The above is the agreed upon space, dates and times for this event. No usage outside of this agreement is permitted.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Facility Usage Policy

### Time Notice

For pending approval, the facility request form must be submitted at least 3 weeks before the event. Approval of the event is dependent on availability. Amack's Well will not provide any communication/advertising (social media, store signage, etc.) for the event.

### Approval Process

The event must be approved by the General Manager and/or Board of Directors. No Weddings or Funerals.

The *Facility Request Form* must be completed as follows:

PDF/Paper Form must be completed and emailed to General Manager (generalmgr@amackswell.com) or hand delivered to Amack's Well during normal business hours. Request will be responded to within 2 days of receipt.

### Facility Usage and Fees

#### **Use of Second Floor**

- Length of reservation of the second floor will include set-up.
- Set-up is done by the event organizer not Amack's Well staff
- Event organizer is required to remove anything they brought in and no décor is to be hung on the walls: decorations, gifts, etc.
- Basic clean-up will be done by Amack's Well staff.
- These events will not be organized or managed by Amack's Well staff.
- No outside drinks or food: we do have approved caterers.
- Flat Fee Includes: Basic clean-up & reservation of second floor

#### **Fees**

- \$50 Min. Purchase
- \$100 for 2hour time slot
- \$50 for each additional hour

#### **Payment**

Will accept credit/debit, cash, and checks for payment. All checks are made payable to Amack's Well. The deposit fee is due at time of reservation and will be refunded unless the event is canceled. There will be a cancellation grace period of (7) days prior to event. All other fees (rental fee & min. purchase) will be due the day of the event (will also accept payment prior to event).

\*Amack's Well is not responsible for any injuries or lost items during private events. Any merchandise damaged during private events will need to be purchased by event organizer.