

Haysi's Russell Fork Trail Center Rental Application

1. Applicant Information

Full Name: _____

Organization (if applicable): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

2. Event Details

Event Name: _____

Type of Event: Wedding / Birthday / Corporate / Fundraiser / Community / Other

Event Description: _____

Expected Number of Guests: _____

3. Date & Time Requested

Event Date: _____

Start Time: _____ End Time: _____

Setup Time Needed: _____

Breakdown/Cleanup Time: _____

4. Package Selection

- Standard Rental (TransAmerica Trail Package) \$200
- Optional Add-on Ridgeview Trail Package \$150
- Optional Add-on Russell Fork Trail Package \$300

Additional Notes: _____

Will alcohol be served? Yes / No

Will food be served? Yes / No

Caterer Name: _____

5. Insurance & Permits

Will you provide liability insurance? Yes / No

Any permits required? Yes / No

If yes, describe: _____

6. Payment Information

Total Rental Fee including optional add-on packages: _____

Payment Method: Cash / Check / Credit Card / Debit Card

7. Terms & Conditions Agreement

By signing below, the applicant agrees to abide by all venue rules, regulations, and policies, including cleanup, damages, and time restrictions.

The applicant accepts responsibility for all guests and activities during the event.

Signature: _____

Printed Name: _____

Date: _____

FOR OFFICE USE ONLY

Application Approved: Yes / No

Date Approved: _____

Staff Initials: _____

Notes: _____