
TOWN OF HULETT RECREATION BOARD

Hulett Recreation Grounds- Permits for Use (Revised 3/17/2020)

TOWN OF HULETT
PO BOX 278
HULETT, WY 82720

Phone: (307) 467-5571
Email: toh@rtconnect.net
FAX: (307) 467- 5442

Event: _____

Description of Event: _____

Date(s) of Events: _____

Date Permit Filed: _____

Name of Organization: _____

Name of Person Filing Permit: _____

Address: _____

Phone: _____ Email Address: _____

Signature of Responsible Party: _____

Please Choose facilities needed for event

- _____ Arena
- _____ Barbeque / Picnic Area
- _____ Baseball Fields
- _____ Bathrooms (Baseball field) (requires separate \$20.00 check – Non-refundable)
- _____ Bathrooms (East Arena) (requires separate \$20.00 check – Non-refundable)
- _____ Bathrooms (West Arena) (requires separate \$20.00 check – Non-refundable)
- _____ Beer Stand (East Arena)
- _____ Concession Stand (Baseball Field)
- _____ Concession Stand (East Arena)
- _____ Concession Stand (West Arena)

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Dumpster (s) being ordered by organization: _____

_____ Arena Lights: Use of the lights is \$5.00 per hour and the money/ box is located on the backside of the concession stand across from the arena. (Machine will accept \$1.00, \$5.00, \$10.00 and \$20.00 bills, no change and/or credit/debit cards accepted)

_____ Use of Sound System (Non-Refundable use fee of \$50.00 per day of event)

According to HMC 110.20 (E) please list the name of any vendors, their contact information , what they will be selling and what dates the vendor will be operating. It shall be the responsibility of the person named on this permit to notify all vendors of the need to obtain permits prior to the event.

#1: _____

#2: _____

Insurance

Name of Insurance Co: _____

Contact Information: _____

Amount Insured: _____

Minimum amount of insurance required for any and all events is one million dollars (\$1,000,000.00)

Insurance Waiver:

I, do hereby swear and /or affirm that in lieu of providing liability insurance for this event as required by HMC 110.20 (E) this organization does indemnify and hold harmless the Town of Hulett from all liability which could result in conjunction with this organization's scheduled event.

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- Horseshoe Pit
- Shooting Range
- Volleyball Area
- Other (describe): _____

A non-refundable \$20.00 Fee will be charged for those events that use the bathrooms and concession stands

A deposit of \$500.00 is required to be paid per event; this deposit is refundable upon completion of the following requirements

- Use of Sound System
- Litter picked up (Including all surrounding areas)
- All facilities used must be cleaned
- Damaged caused during the event must be repaired to satisfactory condition
- Facility must be in the same condition as prior to the event
- Adequate porta-potties and dumpster verified
- Area must be cleaned up within 48 hours after event is complete
- Before and after inspection must be held with a recreation board member, inspect will be completed before deposit is returned.

Checklist Completed by: _____

Date Deposit Returned: _____

Signature of Person Collecting Deposit: _____

Additional port-a-potties are the responsibility of the organization holding the event. This will be determined by the Town Clerk based on location of the event and the number of people in attendance. Please estimate the total number of people attending the event. _____

Additional garbage cans, dumpsters and the removal of all trash is the responsibility of the organization holding this event. These needs will be determined by the Town Clerk based on the event and the number of people in attendance. _____

Port-a-potties being ordered by organization: _____

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Signature: _____

Signed this _____ day of _____, 20____

Please contact Town Hall as soon as possible to verify the facilities are available

Please notify Town Hall of any maintenance needs before or after the events

This permit must be completed, returned to the Town Clerk and all fees paid no less than seven (7) days prior to the beginning of the scheduled event. This permit will be reviewed by Town Hall and the Recreation Board President and you will be contacted in less than three (3) days.

Signature of Recreation Board President: _____

_____ Approved

_____ Denied