

FACILITY RENTAL FEE WAIVER FORM

Rental Party Information

Name/Organization: _____

Rental Dates/Time: _____

Event Name/Description: _____

Facility: Cotton Building Pope Marine Building Chetzemoka Park - Gazebo

Reason for Fee Waiver

What is the amount you are asking the City to waive? _____

What is the benefit of this event to the City of Port Townsend:

Is this event open to the public? Is this event free?

****THIS SECTION TO BE COMPLETED BY CITY STAFF****

Fee waiver in the amount of \$ _____ is approved and will be funded by the City.

City Manager signature

Date

