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COMMUNITY CENTER FUNCTION SHEET

Date of Function _____ Date of Application _____

Name/Type of Function _____

Time of Function _____ Number of People _____

Sponsor/Sponsoring Organization _____

Event Manager/Contact Person _____

Contact Number _____ Other Number _____

Billing Address _____ E-mail Address _____

How did you learn about the Community Center? _____

Alcohol?

- No Alcohol Private Party (alcohol served to invited guests only)
- Special Event Special Event Permit Application Made
- Special Event Permit Received Date _____

A/V Equipment (Please Check if Needed for Event)

- LCD Projector (\$25) Audio System w/ microphone (\$25)
- Wide Screen TV and VCR (\$10.00) Microphone

Room Rental

- Massard Room _____ Massard Kitchen _____
- San Juan Room _____
- Damage Deposit
- Amount \$ _____ Paid _____
- Due Date _____
- Total Rental Fee\$ _____ Paid _____

Other Pertinent Information

-
- Confirmation Letter Sent
- Date _____ Staff Initials _____