



**William Clark Chamberlin Equestrian Center (WCCEC)**

P.O. Box 112195 (3900 Abbott Road)

Anchorage, AK 99511

907-522-1552

Winter fax 770-1851, Summer fax 522-1652

## Facility Use Application

Application Date: \_\_\_\_\_ Date of Event/Activity: \_\_\_\_\_

Name of Event/Activity/Clinician: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Check if Needed:	Requested Date:	Requested Time:	Rate:	Total:
Main Arena				
Tozier Western Arena				
Dressage Arena				
Schooling Arena				
EATA Arena				
Row Stalls (how many?)				
End Row Stalls (how many?)				
Arena Jumps				
Portable Dressage Arena				

Total Fees: \$ \_\_\_\_\_

Deposit (25%): \$ \_\_\_\_\_

Separate Check for Management Deposit: \$ \_\_\_\_\_ 100.00

**Instructions:**

Balance Due: \$ \_\_\_\_\_

Complete form, using attached WCCEC Facility Rental Form. Only facilities/equipment/services requested will be reserved. Other users may be granted use of any facility that you do not request. Fill out separate form for each event being scheduled. Enclose required deposit with completed application. Application will not be processed unless all deposits are received. Deposits are non-refundable if you cancel the event, although they may be transferred to an alternate date, subject to availability. Full payment for facility rental will be due if you cancel the event less than 14 days prior to the scheduled date. If your application dates cannot be reserved due to a scheduling conflict, you will receive written notification as soon as possible and your deposit will be returned. If you re-apply for different dates, your re-application will be processed according to the postmarked date on the re-application. Any special request must be received in writing, seven days prior to the event. In order to finalize and confirm your application, the enclosed WCCEC Facility Use Agreement must be completed and sent to the address on this form NO LATER THAN APRIL 15. Failure to do so will result in loss of reserved dates and forfeiture of deposits. Please mail to above address, Attention "Facility Scheduling Manager".