



# Hugh Morton Amphitheater Event Application

City of Wilmington—Recreation and Downtown Services—302 Willard St.—Wilmington, NC 28401

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Date Applying For: \_\_\_\_\_

Access Needed@ \_\_\_\_\_ am/pm Gates Open@ \_\_\_\_\_ am/pm Event Starts@ \_\_\_\_\_ am/pm Ends@ \_\_\_\_\_ am/pm

### For Office Use Only Below

Vendor Number: \_\_\_\_\_

Contract Executed (Date): \_\_\_\_\_

Hold Placed (Date): \_\_\_\_\_ Rsvn. # \_\_\_\_\_

Deposit Paid (Date): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Certificate of Insurance Received (Date): \_\_\_\_\_

Facility Use Fee: \$ \_\_\_\_\_ plus \$20/hr. attendant fee during hours of show

City Collects \_\_\_\_% of food and beverage net revenues

Vendor Collects \_\_\_\_% of food and beverage net revenues

P.O./Req. Number: \_\_\_\_\_

Event Application Approved (Date) : \_\_\_\_\_

By: \_\_\_\_\_

**Recreation & Downtown Services Division**  
 302 Willard Street, Wilmington NC 28401 | phone: 343.3614 fax: 341-7854  
 dave.pugh@wilmingtonnc.gov