



**TOWN OF ATHERTON
FEE WAIVER REQUEST FORM
91 ASHFIELD ROAD, ATHERTON, CALIFORNIA 94027
PH: 650-752-0500 Fax: 650-688-6528**

Title of Event: _____

Contact Person: _____

Name of Organization: _____

Mailing Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Location(s) and dates of event in Atherton: _____

We are presenting a fee waiver request to the City Council in accordance with Town policy.

Applicant Signature: _____ **Date:** _____

CITY MANAGER: _____ **Date:** _____

TOWN OF ATHERTON FEE WAIVER GUIDELINES: *All requests for a fee waiver must be addressed to the Town in writing. Fee Waiver Requests will be presented to the City Council for consideration at a Council meeting.*

ELIGIBLE FOR FEE WAIVERS:

- (1) Atherton Standing Committees, Council, and Community Designated Groups. These groups are providing a direct service that is similar to or complementary to a Town policy goal or direct service that the Town is typically responsible for providing;
- (2) Governmental agencies that do not receive tax funding and can demonstrate an inability to pay a Town fee.

INELIGIBLE FOR FEE WAIVERS:

- (1) For-profit organizations;
- (2) Vendors;
- (3) Fund raising events where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event;
- (4) Other governmental agencies – unless they can demonstrate an inability to pay the Town fee.