

# City of Seal Beach Facility Use Application



City of Seal Beach  
211 Eight Street  
Seal Beach, CA 90740  
(562) 431-2527 x:1306

## Application & Permit for Facility use. Please type or print neatly.

Name:	Organization:
Address:	Home: (    ) Cell: (    )
City: State:                      Zip:	Non-profit TIN:
E-mail:	

## Event Information

Type of Activity: \_\_\_\_\_ Will alcohol be served? (Beer & Wine Only) Yes  No

Will food/ beverages be served? Yes  No  Kitchen Requested?: Yes  No  Fundraising Event: Yes  No

Equipment Requested:  TV (SC, SBTC & Com Rm Only)  PA  Projector (MCC & Com Rm Only)  Stage (MCC Only)  
 Podium (MCC & SC Only)  Tables  Chairs

Additional equipment you will provide: \_\_\_\_\_

DJ?: Yes  No  Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Live Band?: Yes  No  If yes, Special Event Permit Application is required

Caterer?: Yes  No  Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**Please provide a detailed description of your event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Facility/ Room	Anticipated Head Count	Date	Time In am/ pm	Time Out am/ pm	For Office Use Only				Subtotal	
					Total Hours	X (Rate + Staff)				
<i>Example: Marina Center Main Room</i>	100	01/02/15	5:00pm	11:00pm	6	X	30	+	30	\$360
						X		+		

**Please Review Community Center Rental Information Packet for Fee Schedule**

### Payment Information

Cash  Check  # : \_\_\_\_\_ Mastercard  Visa

Card # : \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Remaining Balance: \_\_\_\_\_ Due Date: \_\_\_\_\_ Rcvd By: \_\_\_\_\_

**Security Deposit:**  
One Day Rentals \$250/\$500  
**Key Deposit: \$100**  
(Reoccurring Rentals)

**Cleaning Fees:**  
1 Day Rentals \$150 (Daily)  
Non-Profit: \$101.50 (Annual)

**Total Fee**

Application: Approved  Denied  Reason: \_\_\_\_\_ Community Services Staff: \_\_\_\_\_

**Applicant: Please review & complete the reverse side of this form.**

Please initial each section indicating that you have read and understood the **Community Center Rental Information Packet** in its entirety. By initialing each section you are confirming that all your questions/concerns regarding the rental information have been addressed by a member of the Community Services Department staff.

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Facility Rental Requirements
- \_\_\_\_\_ Reoccurring Reservations
- \_\_\_\_\_ Hours of Operation
- \_\_\_\_\_ Refundable Security Deposit
- \_\_\_\_\_ Youth Events
- \_\_\_\_\_ Special Event Permit Requirements
- \_\_\_\_\_ Service of Alcoholic Beverages
- \_\_\_\_\_ Set-Up & Clean-Up
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Facility Keys
- \_\_\_\_\_ Additional Rules and Regulations:
- \_\_\_\_\_ Fee Schedule 2014-2015

I \_\_\_\_\_ individually and/or on behalf of the named organization, agrees to defend, indemnify and hold harmless the City of Seal Beach and its officers, employees, and agents harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with the use of City recreational facilities regardless of whether the City was actively or passively negligent, either solely or contributory in connection with such liability. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our organization to the premises.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_