

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 | | | | | |
|---|------------------------|----------|----------------|-----------------|-------------------------------|---|----|----------|----|-------|
| | | | | | Total Hours X (Rate + Staff) | | | Subtotal | | |
| <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: _____

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: _____