CITY OF SEAL BEACH
RECREATION AND COMMUNITY SERVICES DEPARTMENT

211 EIGHTH STREET, SEAL BEACH, CA 90740
OFFICE (562) 431-2527 EXT. 1306 FAX (562) 430-3498

APPLICATION FORM FOR USE OF COMMUNITY CENTER FACILITIES

FACILITY NAME (Please circle)
MARINA CENTER — 151 Marina Dr
NORTH SEAL BEACH CENTER — 3333 ST. Cloud Dr.
SENIOR CENTER — 707 Electric Ave
OTHER _____

EVENT DAY(S) AND DATE(S) _____

TIME(S) _____
INCLUDE SET UP, DECORATING, ACTUAL EVENT AND CLEANUP TIME

BRIEF DESCRIPTION OF EVENT/ACTIVITY _____

EXPECTED ATTENDANCE _____
#ADULTS # CHILDREN #TOTAL ANTICIPATED

GROUP/NAME _____
E-MAIL ADDRESS

ADDRESS _____
MAILING ADDRESS CITY STATE ZIP

TELEPHONE NO.'S _____
HOME OFFICE MOBILE

MEETING **OR** SOCIAL EVENT? _____ OPEN TO THE PUBLIC? YES **OR** NO _____	IS YOUR GROUP A NON-PROFIT CIVIC OR SERVICE ORGANIZATION? YES **OR** NO _____ PLEASE PROVIDE PROOF.
ADULT **OR** YOUTH PARTY? _____ IF YOUTH, WHAT AGES? _____	WILL THIS BE A FUND RAISING EVENT? YES **OR** NO _____
WILL FOOD BE SERVED? YES **OR** NO IF YES: BUFFET _____ SIT DOWN _____ DESSERT ONLY _____ BEVERAGES ONLY _____ CATERED _____	1. WILL THERE BE DANCING, DJ MUSIC, CD MUSIC/DJ? 2. PLEASE EXPLAIN: _____ 3. **LIVE ENTERTAINMENT/MUSIC REQUIRES A SPECIAL EVENT PERMIT**.

<u>ALCOHOLIC BEVERAGES REQUEST</u>: BEER/ WINE OR CHAMPAGNE ONLY. HARD LIQUOR AND KEGS ARE <u>NOT</u> PERMITTED.

PRIVATE RENTALS: ***SERVING*** WINE AND/OR BEER? YES **OR** NO DURING WHAT HOURS? _____

ALCOHOL SALES OF BEER OR WINE ONLY REQUIRES PRE-APPROVAL OF THE CITY. ONCE APPROVED, YOU MUST OBTAIN A ONE-DAY LICENSE FROM THE ABC (ALCOHOL BEVERAGE CONTROL) BOARD AND/OR YOU MUST USE A LICENSED CATERER. **<u>NO</u> ALCOHOL WILL BE PERMITTED AT ANY EVENT WHERE MINORS ARE IN ATTENDANCE**.)

APPLICANT: PLEASE REVIEW & COMPLETE THE REVERSE SIDE OF THIS FORM

Description	Fee
Refundable Security Deposit	$
Rental Fee $_____/hr x # hrs _____	$
Staff Fee $15 /hr x # hrs _____	$
Liability Insurance Fee	$
Alcohol Fee $30 /hr x # hrs _____	$
Cleaning Fee	$
Kitchen Use	$
Other: (PA, Stage, Podium)	$
Refundable Key Deposit	$
Total Due:	$

I _____ understand and agree to the quoted rental fees.
X: _____
Signature Date

----------**Office Use Only** ----------

Fees quoted by:
Staff Initials: _____ Date: _____

Date Security Deposit Refunded: _____

Date Key Deposit Refunded: _____

RULES & REGULATIONS FOR USE OF COMMUNITY CENTER FACILITIES

1. **APPLICATIONS:** All applications for reservations must be submitted on this form. The deposit must accompany application. Applications will not be issued to groups listed as subversive by the United States Attorney General or the California State Attorney General. All City Ordinances must be observed.

2. **HOURS OF OPERATION:** North Seal Beach Community Center and Marina Community Center may be reserved until 12 midnight. The Senior Center may be reserved until 11:30pm. Groups serving alcoholic beverages must stop serving SIXTY (60) minutes prior to departure time as listed on contract.

3. **CONTRACT OBLIGATIONS:** All fees must be received ten (10) days prior to event. If a contract is requested less than ten (10) days prior to event, all fees must be paid in cash. Should a cancellation occur prior to thirty (30) days of event, all fees will be refunded. If event is cancelled less than thirty (30) days prior to event, a cancellation fee of up to 50% of the total fees may be assessed. **Liability Insurance is required of all rentals.**

4. **REFUNDABLE SECURITY DEPOSIT:**
   - A) $250 Security Deposit is required for all rentals. If facility is left in order, deposit will be refunded.
   - B) Deposit is required to secure a date.
   - C) If repairs are necessary; costs will be deducted from security deposit. ***Initial*** _____
   - D) Any repair costs more than the security deposit will be the responsibility of the applicant. ***Initial*** _____

5. **EVENTS:**
   - A) SERVICE OF ALCOHOLIC BEVERAGES:
     BEER AND WINE ONLY – HARD LIQUOR AND KEGS ARE NOT PERMITTED. ***Initial*** _____
   - B) Recreation personnel and/or security police will be required. Individual/group must pay for required personnel. ***Initial*** _____
   - C) Sale of beer or wine requires approval of the Recreation Department and a one-day license from the Alcoholic Beverage Control Board, 28 Civic Center Drive, Santa Ana 714-558-4101. Private rentals are not permitted to sell alcohol. ***Initial*** _____
   - D) Recreation personnel are required to staff event for a minimum of four (4) hours.

6. **RESERVATIONS:** Reservations for one-day events may be made one (1) year in advance. Reservations for weekly and monthly events are scheduled on a six-month basis (January l - June 30, and July 1 - December 31). Facility may not be reserved more than twice per month on a regular basis.

7. **KITCHEN PRIVILEGES:** Kitchen must be reserved on application subject to the following conditions: The kitchen is for catering only, not food preparation. Only coffee may be prepared. Each group is responsible for removing all food and supplies at the completion of their event. ***Initial*** _____

8. **SET-UP and CLEAN-UP:**
   - A) Decorations may be attached to walls with masking tape only (NO nails or staples). All decorations including tape must be removed at conclusion of activity. No decorations may be attached to overhead light fixtures. ***Initial*** _____
   - B) Each group will be responsible for their own clean-up, providing supplies and trash bags. ***Initial*** _____
   - C) All property, equipment, walls and furnishings must be left clean and undamaged. Any person or group causing damage will be required to pay for same. ***Initial*** _____
   - D) All trash must be bagged, tied, removed from the building, and placed in trash bins. ***Initial*** _____

9. **FACILITY KEYS:**
   - A) When event requires Recreation personnel, staff will be responsible for unlocking and securing the facility.
   - B) A $100.00 key deposit is charged for on-going club and organization meetings. Keys may be obtained and returned to the Recreation Office located in City Hall, 211 Eighth Street, Monday through Fridays, 8am – 5pm. City Hall is closed from 12pm- 1pm.

10. **MISCELLANEOUS:**
    - A) Contracts will be issued to adults only. At events conducted one- time only, person signing application and receiving contract must be present at said event.
    - B) On-going club and organization groups must maintain a regular attendance of no less than thirty (30) people to maintain a valid contract for large rooms, and ten (10) for small rooms. If a group fails to meet on three (3) consecutive reservation dates, contract will be cancelled.
    - C) No alcoholic beverages shall be served to anyone under twenty-one (21) years of age. Injuries caused to any person as a result of alcoholic beverages being consumed on City premises, arising off City premises, or as a result of alcohol being available on City premises, shall be the sole responsibility of the organization, its sponsor and adult representative. ***Initial*** _____
    - D) An adult chaperon (21 years) will be required for every fifteen (15) children at youth events; with no less than three (3) adults.
    - E) Teen events have a 10 pm curfew.
    - F) Gambling shall not be permitted in any facility or on City grounds at any time.
    - G) No activities of a partisan, political nature shall be permitted unless authorized by the City Council.
    - H) Live music bands require a Special Event Permit sixty (60) days in advance. ***Initial*** _____
    - I) No activities, tents, or E-Z ups allowed outside the building without special event permit. ***Initial*** _____

RESTRICTIONS: Any infraction of these rules will be cause for refusal of any further use of City facilities and will result in a deduction in or denial of the security deposit refund. All decisions are subject to the discretion of the Recreation Staff.

- -

AGREEMENT

I HEREBY CERTIFY THAT _____ WILL BE RESPONSIBLE FOR ANY
(YOUR NAME AND THE NAME OF ORGANIZATION)
DAMAGE OR UNNECESSARY ABUSE OF THE BUILDING OR EQUIPMENT ON RENTAL SITE PREMISES AND AGREE TO PAY ALL COSTS FOR REPAIRS. I/WE AGREE TO HOLD THE CITY OF SEAL BEACH HARMLESS AND FREE FROM LIABILTIY OF ANY NATURE ARISING FROM THE USE OF CITY FACILITIES INCLUDING REIMBURSEMENT OF ANY LEGAL FEES INCURRED IN THE DEFENSE OF SUCH CLAIMS. I/WE CERTIFY THAT I/WE HAVE READ THE RULES AND REGULATIONS ON THIS FORM, AND HERBY AGREE TO ABIDE BY AND ENFORCE THE SAME.

X_____ _____ **Approved By:** _____
SIGNATURE **DATE**

SEE REVERSE SIDE FOR FEES AND CALCULATIONS