



City of Seal Beach Recreation & Community Services

211 8th St Seal Beach CA 90740 Phone: (562) 431-2527 Ext. 1344

Email: anguyen@sealbeachca.gov



Community Center Rental Application

Required for all Community Center Reservations:

1. This Application
2. Certificate of Insurance:
 - o All users are required to provide certificate of insurance naming the City of Seal Beach as additionally insured, listed as: **City of Seal Beach, 211 8th St, Seal Beach CA 90740**. Policy must additionally insure the City for \$1,000,000 per incident. City may require additional insurance based on proposed activity.

Application Information:

Name : _____

Organization Name (If Applicable): _____

Address: _____

City: _____ State/Zipcode: _____

Primary Phone: _____ Email Address: _____

Requested Event Information:

Facility Requested (Choose Below):

Marina Center N. Seal Beach Center Senior Center Firestation 48 SBTPC Clubhouse

Requested Dates: _____

Requested Times: _____

Anticipated Attendance: _____

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: () _____

Facility Event/Usage Details: _____



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Fee Schedule 2022-23	Resident Activities	Non- Resident activities	Commercial or profit-making activities	Non-Profit/ Resident Meetings of Civic/Service	SBTPC Clubhouse Member Activities
Refundable Deposit: Small Group (0-75) and No Alcohol Large Group (75-150) or With Alcohol	\$250 Flat Rate \$500 Flat Rate	\$250 Flat Rate \$500 Flat Rate	\$250 Flat Rate \$500 Flat Rate	N/A	N/A
Hourly Room Rental Rate Main Room Small Room	\$37/hour \$27/hour	\$59/hour \$43/hour	\$117/hour \$59/hour	N/A	\$36/hour N/A
Hourly Staff Rate: Small Group & No Alcohol Large Group or With Alcohol	\$30/hour \$60/hour	\$30/hour \$60/hour	\$30/hour \$60/hour	N/A	N/A
Contracted Cleaning Rate	\$200 Flat Rate	\$200 Flat Rate	\$200 Flat Rate	\$161 Annual Rate	N/A
Proof of Certificate of Insurance with City as Additionally Insured	Must Be Provided	Must Be Provided	Must Be Provided	Must Be Provided	Must Be Provided

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 2022-2023

Select Method of Payment:		
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check #: _____ (Payable to: City of Seal Beach)

Note: Credit card information will not be accepted via phone or email, nor should it be written down anywhere. All credit card payments shall be done in person or online.

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.

SIGNATURE _____ **DATE** _____