



# Pleasant Hill Recreation & Park District Facility Rental Application

## Private/Individual/Organization/Company Event Information

Name of Responsible Party: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Designated Alternate Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Event

#### CHECK FACILITY REQUESTED : (MAXIMUM CAPACITY)

**Community Center**

Perera Pavilion (400)

McHale Room (80)

**Senior Center**

Chateau Hall (255 )  Classroom (50)

Dining Room (88)

**Teen Center**

Lounge ( 100)

Meeting Room (30)

**Winslow Center**

Rooms 1 & 2 (40)

Assembly Room (100)

#### RENTAL CLASSIFICATION (Please check only one):

Resident

Non-resident / Commercial

Non-profit

Requested Date(s): \_\_\_\_\_  
DAY(S) OF THE WEEK                      MONTH                      DAY                      YEAR

Alternate or Additional Date(s) (Circle One): \_\_\_\_\_  
DAY(S)                      MONTH                      DAY                      YEAR

**Type of Event: (circle one)** Meeting    Seminar/Workshop    Party    Wedding/Reception    Fundraiser/Benefit    Other

SET-UP TIME: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Number in Attendance: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

CLEAN-UP TIME: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Total Hours: \_\_\_\_\_

**Note: Rental Hours must include all time needed for decorating/set-up, "main event" and clean-up.**

**Fees will not be refunded for time not used. Reserved time should be chosen carefully. Changes may be subject to additional charges.**

How many rectangular tables required? \_\_\_\_\_ How many round tables required? \_\_\_\_\_ How many chairs required? \_\_\_\_\_

Will alcohol be served? Yes  No  Will alcohol be sold? Yes  No  **If yes, you must obtain an A.B.C. Permit.**

Will food be served? Yes  No  If yes, To be given away  To be sold  Catered  Cooking On-Site

Is there admission to attend event? Yes  No

Will you have Vendors and/or Booths at the event? Yes  No

Will there be Music? Yes  No  If yes, Live Band  DJ  Recorded

Will you bring in any additional equipment and/or decorations? Yes  No  If so, please describe and include person( s) delivering and when. \_\_\_\_\_