

SENIOR CENTER FACILITY APPLICATION
Yuba City Parks & Recreation Department
SENIOR CENTER
777 Ainsley Ave. Yuba City, CA 95991
530-822-4608

Date Requested for Event: _____, 20_____

Name of Event: _____

Event Sponsoring Organization: _____

Nonprofit Organizations Only:
Please attach with application: Nonprofit 501©(3) status/verification List of Board Members Insurance for event showing *City of Yuba City* as additionally insured up to \$2,000,000

Name of Applicant/Event Organizer: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Cell Phone: _____ Email: _____

Contact on Day of Event (If different): _____ Contact Phone: _____

Time Event Set-Up Will Begin: _____ (1 hour of set-up time is included in rental fee. Additional set-up time is \$75/hour)

Event Start Time: _____ Event End Time (Event must end no later than 10pm): _____

Expected Number of Vendors/Booths: _____ Expected Number of Attendees: _____

Nature of Event (Please give full description of what this event is for and exactly what will occur at the event. If necessary, provide additional information on a separate sheet): _____

By initialing, I acknowledge that I agree to pay the estimated fees as outlined below. _____
(Initials)

The undersigned states that, to the best of his/her knowledge all information contained in this application is true and correct and agrees to abide by the terms and conditions.

Print Name of Authorized Representative

Representative's Title

Signature of Authorized Representative

_____, 20_____
Date

-FOR OFFICE USE ONLY-

Estimated Facility Usage Fees (Payment is due at time of reservation)

Fees are based upon usage time(s), area(s) requested, etc. Additional fees may be assessed following the event for additional staff time/usage incurred.

	<u>FEES</u>	<u>Total Estimated Cost</u>	<u>Notes</u>
Facility Usage:			
<input type="checkbox"/> Bingo Room	\$75/hour (2 hour minimum)	\$ _____	Capacity 120 Seated
<input type="checkbox"/> Multi-Purp. Rm	\$75/hour (2 hour minimum)	\$ _____	Capacity 120 Seated Capacity 345 Standing
<input type="checkbox"/> Kitchen	Flat Rate \$50	\$ _____	
Facility Supervisor:	\$17.00 per hr x _____ hours	\$ _____	Will arrive 1 hr prior to event and stay until 1 hr after the event
GRAND TOTAL DUE: \$ _____			

SECURITY DEPOSIT REQUIRED (refundable): \$200.00 (in form of check separate from rental total (made out to "City of Yuba City")

INSURANCE REQUIREMENTS

All applicants are required to provide Special Event Insurance showing the **City of Yuba City** as additionally insured up to **\$2,000,000**. Certificate of insurance must be on file with the Senior Center prior to your event.

SET-UP/CLEAN-UP REQUIREMENTS

- Renter is responsible for set-up and tear-down of event. Renter is welcome to use tables and chairs provided. Renter is responsible for putting tables and chairs back to original set-up.
- Decorations are welcome. Please no tacks/nails on the walls, or sticky adhesive that may pull paint off walls.
- Renter is responsible for making sure floors are swept and any messes left on floors and tables are cleaned up.
- Renters are responsible for emptying trash cans after event. Garbage dumpster is located in back parking lot, next to Woodward St.

Date Application Received by Senior Center Staff: _____, 20____ Initials: _____