

CITY OF STOCKTON COMMUNITY CENTER RENTAL GUIDE AND APPLICATION

Community Center Rental Application

Application Date: _____ Contact Person: _____

Day Phone #: _____ Evening Phone #: _____ Email: _____

Private Party Event		
Requested Event Date(s):	Event Type: <small>(Birthdays, Anniversaries, etc.)</small>	Expected # of Attendees:
Facility and Times		
Facility Requested:	Room(s) Requested:	
Rental Start Time:		
Event Start Time:		
Event End Time:		
Rental Completion Time:		
Kitchen Use (Storage Only): <input type="checkbox"/> Yes <input type="checkbox"/> No Time of Use:		Bounce House: Yes <input type="checkbox"/> No <input type="checkbox"/>

Rental Details	
Is there an admission or entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the ticket fee?
Will there be tickets sold prior to the day of the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all vendors selling tickets:	
Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List types of advertising:	

Music and Entertainment	
Will there be entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	
Name of hired musician(s):	Phone number:
	Address:
Name of hired entertainment:	Phone number:
	Address:
Will there be dancing:	
* Submit any additional hired musicians/entertainers on a separate piece of paper.	

Vendor Information	
Will there be food vendors, decorators, profession party/event planners, or caterers used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of hired vendors:	Phone number:
	Address:
Name of merchants/concessionaires:	Phone number:
	Address:

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* Submit any additional vendors on a separate piece of paper.

Disclosure: This rental application is only a request for a reservation. Acceptance of this application will be decided upon by Community Center staff. A request for reservation cannot be made without submitting a completed application and the required refundable deposit. By signing this form, it is understood that you are obligated to provide all required fees and documents as set forth by the City of Stockton (i.e., insurance requirements, security, payments.). Only those suppliers, entertainers, and vendors listed on this application, or amended application within 20 days, will be allowed on Community Center property during the rental. All documents and payments must be submitted at least 45 days prior to the rental or your reservation is subject to cancellation due to non-compliance. Cancellation fees will apply. The contact name listed below will be the sole contact for all matters regarding the event. The party's sole contact will work directly with Community Center staff assigned to each facility. The liable party will be responsible for all signed documents and fees required, and must be on site for the duration of the rental. If you do not list a contact name, the liable party will be listed for all matters.

Responsible Party Information (Must be in attendance for the duration of the rental)		
Name:		Day Phone:
Address:		Evening Phone:
City:	Zip:	Email:
Additional Contact Information		
Name:		Day Phone:
Address:		Evening Phone:
City:	Zip:	Email:

Hold Harmless Agreement: I hereby release, discharge and agree not to sue the City of Stockton, its officers, employees, agents, and contractors for any injury or damage to or loss of personal property arising out of, or in connection with, my rental of this property from whatever cause, including the active or passive negligence of the promoter/organizer or City or any other participant in the within the facility. In consideration for being permitted to rent this property, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City from any and all claims, demands, actions or suits arising out of or in connection with my use of this property. This form will act as a medical release in the case of an emergency.

I understand that by renting this property, that I am giving consent for images of myself and event to be used for promotional purposes or instruction by the City of Stockton.

Initials

I have carefully read this release, hold harmless and agree not to sue and fully understand it contents. I am aware that this form is a full release of all liabilities and signed by my own free will.

Initials

I have carefully read the information and agree to abide by the rules and guidelines found in the Community Center Rental Guide before, during, and after the rental.

Initials

Name (please print) _____

If representing an organization:

Name of organization _____ Title _____

 Sign _____ Date _____