

# Date of Event \_\_\_\_\_

## SOUTH BAY COMMUNITY CENTER, INC.

2180 Palisades Avenue. P.O. Box 6387, Los Osos CA. 93412 (805) 528-4169

The South Bay Community Center is maintained solely through rental fees, fund raising events and private donations. Documented 501(c) (3) charitable organizations may receive a discount.

### APPLICATION FOR USE:

Name of applicant/contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of event: \_\_\_\_\_ Expected attendance \_\_\_\_\_

Description of the event: \_\_\_\_\_

Whole Room - With Kitchen - Yes

Whole Room Without Kitchen - Yes

½ Room, Stage Side - Yes

½ Room With Kitchen - Yes / No

Circle Yes or No:

DJ or live music Yes / No

Will alcohol be served? Yes / No

Will alcohol be sold? Yes / No - If yes, call - ABC - 543-7183 - for license.

Insurance Policy Needed: Yes / No

Stage Handicap Access: Yes / No

Time of entry (includes preparation time needed) \_\_\_\_\_

Time the building is to be locked up after cleanup: \_\_\_\_\_

Anything Special Needed - Mic.  BBQ .  Cof. Pot  Other \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant or representative

Driver's License Number: \_\_\_\_\_

Rates apply from the first entry to the time the building is vacant after use.

Saturdays are rented for a flat fee **from 8:30 am to 12:00 pm.**

A cash deposit of ½ rental fee is due at reservation time- the remainder is due two weeks prior to the event. We only accept cash for rentals less than two weeks out. A copy of applicant's drivers license should accompany this form.

**No key will be given out to renter's, they must have someone to stay and protect their property. Or arrange for the SBCC staff to lock & unlock doors at a cost for the person to do so. SBCC is not responsible for renter's property.**

Office use only:

Table Cloth Rental: Round @ \$10.00 ea. \_\_\_\_\_ \$ \_\_\_\_\_ Long @ \$10.00 ea. \_\_\_\_\_ \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Amount of rental: \$ \_\_\_\_\_ Deposit : \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Paid: \$ \_\_\_\_\_ Balance owed: \$ \_\_\_\_\_