



City of Yorba Linda Parks & Recreation Department

Facility Use Application

FOR THE YORBA LINDA COMMUNITY CENTER

4501 Casa Loma Avenue, Yorba Linda, California 92886 (714) 961-7181

Website: www.YLCCenter.com Email: YLCCEventRentals@yorba-linda.org

Applicant Information

Applicant is designated as the responsible party for the event, must be present at the event, and must adhere to all policies as stated on the **Policies & Procedures**, **Alcohol Use Policy**, and **Cancellation Policy** forms.

Applicant must be in attendance at the event.

| | | |
|-----------------|-------------|-------|
| Applicant Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Home Phone: | Work Phone: | Cell: |
| Email: | Fax: | |

Organization Information

Please complete the following information if you are booking on behalf of an organization (i.e. Girl Scouts, School group, etc.)

| | | |
|-----------------------|--------|------|
| Organization Name: | | |
| Organization Address: | | |
| City: | State: | Zip: |

Type of Organization:

- Non-Profit
 School
 Church
 Business/Corporate
 Booster Club
 Government Agency
 Other (please specify): _____

Additional Contact Information

Complete the following information if you would like to include an additional contact person for the event. This could be a family member, event planner, bride, etc. Please note that Applicant/Contract Holder will be responsible party regarding payment due, adherence to all policies, and liability regardless of the designation of an alternate contact person.

| | | |
|----------------------------|-------------|-------|
| Alternate Contact Name: | | |
| Relationship to Applicant: | | |
| Address: | | |
| City: | State: | Zip: |
| Home Phone: | Work Phone: | Cell: |
| Email: | Fax: | |

Placing your initials in this section, you agree and authorize the above person listed to act on your behalf and make changes or revisions pertaining to the event details of the rental contract, and authorize the City of Yorba Linda to make the changes requested.

Insurance Requirement

The City of Yorba Linda requires liability insurance for all rental events. Insurance must be comprehensive general liability and property damage insurance in the amount of \$1,000,000. For more information please see the Policies & Procedures Policy documentation. Insurance Requirements Insurance may be purchased through the City and will range in price according to the expected number of guest. Additional fees may apply if alcohol will be available and/or served. At the time of booking, Community Center Staff can answer any questions you have regarding the best option for your rental event.

General Event Information

Minimum Rental Periods:

Banquet Rooms (Yorba & Imperial): 2-hour weekday/6-hour weekend; **Meeting Rooms:** 2-hour

Please note that facility user will only have access to rooms during rental period. Thus, any needed set-up and clean-up time needed must be included in rental period. A one-hour paid clean-up hour is required for all banquet room rentals.

Rental hours must be consecutive.

| Date(s) * | Room(s) | Start Time(s) | End Time(s) | Type of Event | Attendance |
|-----------|---------|---------------|-------------|---------------|------------|
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*For contracts with multiple dates, up to 12 consecutive weeks may be booked at one time.

Additional Information

Food & Catering

The Community Center offers several rooms that include prep kitchen access (approximately 10'x10' wall to wall).

Community Center staff can answer any questions you may have about kitchen use. Please note that the use of barbecues or any grill with an open flame is restricted to the designated barbecue area in the Southwest area of parking lot.

Will food be served?

Yes No

Will the event be catered?

Yes No

Will food be cooked on site?

Yes No

Are you interested in learning about in-house catering options?

Yes No

Alcoholic Beverages

Please refer to Alcohol Use Policy for more information.

Will alcohol be served?

Yes No

Is a caterer providing the alcohol and serving as a bartender?

Yes No

Will you be bringing your own alcohol (i.e. from a store)?

Yes No

Event Activities

Community Center Staff can assist you in choosing the room that will best suit the needs of your event.

Please note that dancing is not permitted on the carpet. Rental of the dance floor is required for parties with dancing.

Will there be dancing?

Yes No

Will you be hiring a DJ?

Yes No

Will there be a live band?

Yes No

Is the event intended for, or in honor of, a person under the age of 18?

Yes No

Equipment Use

The Community Center offers a variety of equipment to aid in the success of your event. Use of tables and chairs is included in your rental fee. Additional equipment may be added at an additional fee.

Please check any equipment you may be interested in adding to your rental contract:

- Dance Floor (\$50) Portable Bar (\$25) Microphone (\$20) Podium (n/c) Portable Screen (n/c)
 TV/DVD Cart (\$20) Piano (\$50) Lattice Panels (\$40)

Banquet Rooms (Yorba & Imperial Rooms) are equipped with a sound system capable of playing a CD or connecting to iPod/MP3 player, drop down screens, and digital projector which can play DVD or connect directly to laptop (For some laptops, an adapter may be needed).

Information Pertaining to Fundraisers

The Community Center welcomes fundraisers at the facility. The information below will help to determine any permits or licenses that should be obtained prior to the event.

| | |
|--|--|
| Is the event a fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No | Name of organization or cause funds are being raised for? _____ |
| If yes, is the event a casino night? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No | Is there an admission fee for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will merchandise be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No | If so, please specify type(s) of items? _____ |
| Is alcohol included in the price of admission? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will drink tickets be used? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will any high-profile individuals be present? <input type="checkbox"/> Yes <input type="checkbox"/> No | If so, please specify names: _____ |

| | | |
|---|----------------------------|---|
| I certify that the above listed information is true and correct and agree that any falsification or omission may be grounds for event cancellation. | | |
| Applicant Name | Applicant Signature | Date |
| Department Use Only | | |
| Date Received: _____ | Received by: _____ | Contract# _____ |
| YORBA LINDA COMMUNITY CENTER APPROVAL | | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Reason Denied _____ | Recreation Coordinator Signature _____ Date _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Reason Denied _____ | Recreation Supervisor Signature _____ Date _____ |
| ADDITIONAL APPROVAL (IF NEEDED) | | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Reason Denied _____ | Additional Department Approval _____ Date _____ |