*Contract #*_____

Citrus Heights Event Center Rental Application

6300 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-5400
TDD 7-1-1 www.citrusheightscc.net

*Today's Date*_____

Room(s) Requested _____

Room(s) Requested _____

Rental Date & Time _____
Date Start Time End Time

Event Time _____
Start Time End Time

Rental Date & Time _____
for 2nd rental date, if needed Date Start Time End Time

Event Time _____
Start Time End Time

Business Name (if applicable) _____

*Name of Person Responsible _____

***Please Note: Person or entity listed shall be responsible for all payments, fines and/or penalties due pursuant to this application. Only the person or entity representative listed on this application can make changes to rental. Requests from non-responsible person will not be considered.**

Address_____

City _____ State _____ Zip Code _____

***Rental Deposit will be returned to person listed above within 30 days of the event(s) via check from the City of Citrus Heights.**

Home _____ Cell _____

E-mail address _____

Please let us know who the main contact for the event will be. Provide only one main contact, and note that it cannot be a contracted vendor: email_____

Type of Group Function **CH Resident/Non-Profit/CH Business** ◯ **OR** **Non-Resident** ◯

Non-Profit ID Number _____ Number Attending Event** _____(required)

** #Attending CANNOT vary by more than 10%

Event Details and Description

Describe the event and list the activities you will be having at the Event Center:

_____

What would you like to appear on the door sign? (i.e. Smith Birthday Party, etc.):

_____

Pricing Breakdown: Invoices

An **INVOICE** for each file is provided to all renters that outlines each rented facility space and any optional items being provided as part of your rental contract for your event. If rental spaces and items are not outlined on the current INVOICE, those items are not guaranteed to be provided. Items cannot be added to an INVOICE on the day of the event.

Date: _____ Renter Initials _____

Payments, Deadlines and Contract Fulfillment Requirements

All **deadlines** are listed in Event Facility Contract . Please make sure contact information is correct.

- **Deposit due at time of booking.**
- **Due 60-days prior to the event**
  - All remaining fees: rental fees; security; catering; cleaning; optional rental items and AV fees
- **Due 30-days prior to the event**
  - Event Insurance
  - ABC Permit
  - Open Flame Permit **(if applicable) – this does not include decorative items, those are not allowed.**

Refer to "Policies and General Information" for more detailed information.

Answer **YES** or **NO** to the following questions **(must answer all questions)**:

Please check **Yes** or **No** to the following questions:		**YES**	**NO**
Have you or the entity responsible rented out the Citrus Heights Event Center in the last five (5) years		☐	☐
If yes to the previous question, were you or the entity responsible ever assessed a penalty or fine against your security deposit for any reason		☐	☐
Will the event be open to public		☐	☐
If yes to the previous question, would you like your event listed on the Citrus Heights Event Center webpage calendar (Renter assumes full responsibility for the communication to its attendees for events held)		☐	☐
Will the event have an admission charge		☐	☐
Will the event be a fundraising event		☐	☐
Will there be minors attending the event (persons under 18) **Chaperon ratio of 8:1 is required.**		☐	☐
ALCOHOL			
If alcohol is being served security may be required.	Will the event be serving alcohol ? This includes beer, wine, champagne and spirits. If you are selling alcohol an ABC permit must be obtained from the State of California.	☐	☐
CATERING*			
KITCHEN RENTAL			
Will food be served at the event?		☐	☐
Will you be renting the kitchen? (NOTE: kitchen is LOCKED, if it is not a rented.)		☐	☐
Will the event be catered?		☐	☐
Is the caterer on the CHCC Preferred Caterer's List? Name of Caterer: _____		☐	☐
VENDOR INFORMATION:			
Will the event have vendors?		☐	☐

Will there be music during the event (Heavy Metal and Rap Prohibited) Describe type of music:

It is strongly recommended that Renter notify each Vendor of all Rental Policies and General Information contained in this Facility Rental Application. Renter is responsible for **all** Vendors and their actions; failure to follow guidelines listed within this application **may** result in reduction or forfeit of rental deposit.

Note: **All DJ and band vendors MAY NOT** utilize the Community Center Audio System and/or any of the wall jacks. DJ and band vendors MUST be stand-alone.

TYPE OF SET-UP		
Indicate type of set up/ description: (Banquet, Classroom, Theater, Tradeshow, etc) _____		
Please check **Yes** or **No** to the following questions:	YES	NO
EVENT INSURED (Required of all renters)*		
Renter will be providing insurance through an outside carrier	☐	☐
Renter to purchase event insurance through the Citrus Heights' insurance carrier.	☐	☐
INCLUDED EQUIPMENT REQUEST		
Podium: Floor ☐ **Tabletop** ☐	☐	☐
Please note- Layout is due to Event Admin Staff two (2) weeks prior to event. If one is not provided, Event Staff will have equipment set based on information provided. No adjustments can be made by Event Staff on the day of the event.		
Additional Rental Items Available (please indicate number of items you wish to rent)	**Price**	**Qty**
Stage Sections- (skirting NOT provided) 6'X8' (16"height) 5 sections available	$59	
Dance Floor- 4'X'4 Pieces. 20 Pieces Available	$30	
Portable Bar- 8' length (46" tall) 2 bars available	$88	

Audio Visual Options

Audio Visual Request	Circle One: YES ◯ NO ◯ See Pricing Below

AV: Projector & Screen: Client must provide their own laptop. The Event Center is HDMI compatible. Necessary adapters from HDMI are not provided. For AV use beyond a visual presentation, client must submit a detailed description of their AV request 30-days prior to the event date(s) and consultation with outside vendor may be required, additional fees may apply.

Indicate Event Date: _____

HALL A		HALL B		HALL C	
Audio Visual	**Microphones**	**Audio Visual**	**Microphones**	**Audio Visual**	**Microphones**
☐ Screen A1 ☐ Screen A2	***Indicate #*** _____ Cordless ____ Lavaliere _____ Corded	☐ Screen B1	***Indicate #*** _____ Cordless ____ Lavaliere _____ Corded	☐ Screen C1	***Indicate #*** _____ Cordless ____ Lavaliere _____ Corded

SOUTH A		SOUTH B		SOUTH C	
Audio Visual	**Microphones**	**Audio Visual**	**Microphones**	**Audio Visual**	**Microphones**
☐ Screen A1	***Indicate #*** _____	☐ Screen B1	***Indicate #*** _____	☐ Screen C1	***Indicate #*** _____

EAST A		EAST B	
Audio Visual	**Microphones**	**Audio Visual**	**Microphones**
☐ Screen A1	***Indicate #*** _____	☐ Screen B1	***Indicate #*** _____

EAST C		EAST D	
Audio Visual	**Microphones**	**Audio Visual**	**Microphones**
☐ Screen C1	***Indicate #*** _____	☐ Screen D1	***Indicate #*** _____

NORTH A		NORTH B	
Audio Visual	**Microphones**	**Audio Visual**	**Microphones**
☐ Screen A1	***Indicate #*** _____	☐ Screen B1	***Indicate #*** _____

AV Package Fees

☐ **Large AV Package**
Up to 4 Screens
Up to 6 Mics
$674

☐ **Medium AV Package**
Up to 2 Screens
Up to 4 Mics
$424

☐ **Small AV Package**
Up to 1 Screen
Up to 2 Mics
$270

A La Carte Items

___ Microphones **$30 ea.**
___ Screen & Proj **$111 ea.**

Plus $117 Usage Fee

AUDIO VISUAL EQUIPMENT
CLIENT REFERENCE GUIDE

Client must bring a laptop and adapter for n **HDMI connection. Client must provide their own laptop and be able to troubleshoot minor connectivity issues specific to their laptop. Our event center staff are available to assist with basic troubleshooting of audio- visual issues. However, please note that their support is limited and may not resolve hardware malfunctions or connectivity problems.** All connection cords and microphones belong to the community center. Please be sure to return them to a community center staff member prior to leaving.

ROOM CONFIGURATION

Community Center Staff will perform the initial room configuration prior to client arrival.

- **Combined** (Configurations: A+B+C or A and B+C or A+B and C)
- **Separated** (Configuration: A and B and C)

AV CABLES (HDMI)

Community Center will provide the connection cord specific to your laptop needs.

Macbook

The Citrus Heights Community Center is a PC building. Macbooks can be used; however, client will need to provide a Mac adapter cable. **Event Staff cannot troubleshoot Macbook connectivity issues.**

CHECKLIST

	✓
Are all reservation hours included on page 1 of your application? Please note that Event Center staff does not allow access prior to the event time listed on your contract. Please include all necessary time including set up and clean up. We cannot guarantee additional access hours due to our Event Center booking schedule and Event Center staff.	☐
Is your guest count noted on page 1 of the application?	☐
Have you indicated if you need additional rentals on page 3 of the application?	☐
Have you indicated your Audio Visual needs on page 5 of the application?	☐
We recommend testing all AV equipment prior to your event. 1 30-minute AV Consultation may be scheduled at your request. Please note that we cannot accommodate walk-in appointments for AV consultation appointments due to Event Center usage.	☐
Walk-ins are discouraged. We cannot guarantee the availability of Event Center Technicians, Facility Attendants or the space due to Event Center usage. Please call the administration office at (916)727-5400 to schedule a 30-minute appointment.	☐