Yorba Linda Community Center
4501 Casa Loma Avenue, Yorba Linda, CA 92886 ~ (714) 961-7181

FACILITY RENTAL APPLICATION

CITY of YORBA LINDA PARKS & RECREATION

Website: www.yorbalindaca.gov Email: YLCCEventRentals@yorbalindaca.gov

CONTACT INFORMATION

Primary Contract Holder:

Name:_____ Phone:_____
Address:_____ Email:_____
_____ DOB:_____

Alternate Contact:

Name:_____ Phone:_____
Address:_____ Email:_____
_____ DOB:_____
Relationship to Applicant:_____

_____ Initial Here

I agree and authorize the person listed as the alternate contact to act on my behalf and make changes to the event details of the rental contract. Additionally, I authorize the City of Yorba Linda to make the changes requested. I acknowledge that I am assuming liability for this event and will be the main point of contact should the City need to resolve any issues regarding my event.

Organization Information (if applicable):

Name:_____
Address:_____
_____
Phone:_____
Email:_____

Type of Business / Organization:

- ☐ Church
- ☐ Booster Club
- ☐ School
- ☐ Business/Corporation
- ☐ Non-profit
- ☐ Government Agency
- ☐ Other:_____

EVENT INFORMATION

Event Date: _____ **Room(s) Requested:** _____

Please fill out page 3 if requesting Multiple Dates

Rental Time:

Begin Set Up:_____ Event Start:_____ Event End:_____ End of Clean Up:_____ Total Hours:_____

Expected Attendance:

Adults:_____ Youth (under 18):_____ Total Guests:_____

Type of Event:

- ☐ Church Function
- ☐ Concert/Stage Production
- ☐ Fundraiser
- ☐ Graduation
- ☐ Meeting
- ☐ Memorial Service
- ☐ Non-Profit Meeting
- ☐ Party - Type:_____
- ☐ School Event
- ☐ Seminar
- ☐ Sports Event
- ☐ Wedding Reception

Additional Equipment:

	Quantity:
☐ Dance Floor ($50)	_____
☐ Portable Bar ($25)	_____
☐ Microphone ($20)	_____
☐ Piano ($50)	_____
☐ TV/DVD Cart ($20)	_____
☐ Portable Screen (N/C)	_____
☐ Podium (N/C)	_____

ALCOHOL SERVICE

	Yes / No
Will Alcoholic Beverages be **SERVED**?	
Will Alcoholic Beverages be **SOLD**?	
Will Drink Tickets be used?	
For events with Admission Fee - Is Alcohol included in the price of admission?	

Alcohol Service Time: Start:_____ End:_____

Alcohol may be served for a maximum of 5.5 hours and must conclude 30 minutes prior to guest departure.

FOOD SERVICE, VENDORS, & ACTIVITIES

Yes / No

Will food be served?
Will food be catered?
Will food be cooked on-site?
Will you need to use the BBQ Area?
Are you interested in learning about in-house Catering/Décor options?
Will there be dancing?
Will there be a Live Band?
Will there be a DJ?
Will any high-profile individuals be present?
Name(s): _____

- A copy of the **Caterer's Insurance** is required for events where Caterer will be working onsite.
- Cooking is **NOT** permitted in rooms or on the patio. Cooking is allowed in the outdoor BBQ area only.
- Please notify Staff of any equipment being used by 3rd party vendors. All equipment requires City approval prior to event.

ADDITIONAL INFORMATION

Yes / No

Is this event open to the Public?
Is there an Admission Fee?
Will merchandise be sold?
Merchandise: _____
Is this event a Casino Night?
Fundraising Events -
Organization/Cause funds are being raised for: _____

How Did You Hear About Us:

- ☐ Newspaper/Magazine
- ☐ Resident
- ☐ Website
- ☐ Family/Friend
- ☐ Prior Attendance
- ☐ Bridal Show
- ☐ Other: _____

INSURANCE & AGREEMENT

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 may be purchased through the City and will range in price according to the expected number of guest. Insurance is obtained through a third party vendor, not directly supplied by the City of Yorba Linda. Rates may change on an annual basis and the fee will be charged accordingly. Additional Fees may apply if alcohol will be served and/or sold.

The primary contract holder is designated as the responsible party and must be present for the duration of the event. Additionally, the primary contract holder agrees to adhere to all policies as stated in the Policies and Procedures, Alcohol Use, Cancellation, Grass and Hurless Barton Park Amphitheater policies. I certify that the above listed information is true and correct, and agree that any falsification or omission may be grounds for event cancellation.

_____	_____	_____
NAME (Printed)	SIGNATURE	DATE

DEPARTMENT USE ONLY

Received By: _____ Date: _____ Contract #: _____ ☐Residency Verified

Recreation Coordinator: _____ ☐Approved
Date: _____ ☐Denied

Recreation Supervisor: _____ ☐Approved
Date: _____ ☐Denied

Notes:

MULTIPLE DATES REQUESTED				
Date	Room(s)	Rental Start Time	Rental End Time	Attendance