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CITY OF LEMOORE
CIVIC AUDITORIUM

Parks & Recreation Dept.
Located at 711 W. Cinnamon
(559) 924-6767

RENTAL APPLICATION

PLEASE NOTE:

This form is a request to use the Lemoore Civic Auditorium in conjunction with the activity listed below. Final approval shall be granted by the Parks & Recreation Director upon receipt of the "Application" and in accordance with the attached Terms and Conditions as outlined in the Civic Auditorium Policy. **Please note: Round tables are available for rent for \$5 per table in addition to the rental fees. PA system can be used for an additional \$250 deposit. No alcohol at events centered around minors including baptisms and quinceneras. No changes to the terms of this contract can be made outside of regular business hours: Monday thru Thursday 8:30am to 5:30pm, Friday 8:00am to 5:00pm.**

ATTENTION: DEPOSIT REFUNDS CAN TAKE 2 - 3 WEEKS TO PROCESS.

SECTION I - INDIVIDUAL / ORGANIZATION INFORMATION

- A. For Individual Use.
 - 1. Name _____ Phone No. _____
 - 2. Address _____ City _____ Zip _____
 - 3. Resident of Lemoore _____ Yes _____ No _____
- B. For Organization or Group Use.
 - 1. Name of Organization or Group _____
 - 2. Organization / Group Address _____
 - 3. Name of Responsible Person _____
Address _____ Phone _____
 - 4. Is this a non-profit organization / group? _____ Yes _____ No _____
 - 5. Type of Group / Organization _____ Fraternal _____ Service Club _____ Other _____
 - 6. Is the Group / Organization composed of members who reside within Lemoore? _____ Yes _____ No _____

SECTION II - RESERVATION INFORMATION

- A. Requested Date (s) and Time (s) of Use. _____ Table Set up _____ OPTION _____ # _____
- B. Item _____ Day _____ - _____ Date _____ Time _____
- 1. **Decorating** _____, _____ m to _____ m
- 2. **Kitchen** _____, _____ m to _____ m
- 3. **Rental-Guest Time** _____, _____ m to _____ m
- C. Facilities Desired _____ **plus 1 hour guest & decoration removal**
 - 1. _____ Multi-Purpose Room with Kitchen & Lobby
 - 2. _____ Kitchen Only
 - 3. _____ Lobby Only
 - 4. _____ Conference Room
 - 5. _____ Other _____
- D. Type of Function (Meeting, dance, wedding reception, party, banquet, quincenera, etc...
Please describe in full) _____
- E. Estimated highest number in Attendance during the rental? _____
- F. Will any admission fee be charged? (Include dues, collections, donations or other charges). _____ Yes _____ No
- G. Will Alcoholic Beverages be served? _____ Yes _____ No **Sold?** _____ Yes _____ No

PLEASE NOTE:

The sale of Alcoholic Beverages must be accompanied by a one-day Liquor License from the Alcoholic Beverage Control of the State of California (in Fresno). *State Law (AB13) prohibits smoking indoors in any public facility. A new law (AB 846) prohibits smoking within 20 feet of main entrance, exit and operable windows of all public buildings.*
If Rental is cancelled there will be a \$100 cancellation fee imposed. No Rice/Glitter/Confetti _____ int. FACILITY MUST BE LEFT AS YOU FOUND IT - NO FOOD, SPILLS, DEBRIS _____ INT.

In submitting this application for use, I hereby certify that the information provided herein is true and correct, and further understand that any false information submitted may be grounds for denial of this reservation.

DATE: _____ Signature _____
Group / Organization Person's Title _____