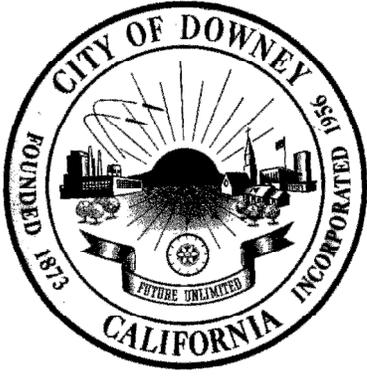


City of Downey – Community Services Department
RESERVATION APPLICATION FORM



Applicant or Today's
 Group Name: _____ Date: _____

If Group, Contact Person Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: _(_____)_____ Work Phone: _(_____)_____

Cell Phone: _(_____)_____

Reservation Day & Date: _____

Type of Function: _____

Set-Up Time: _____ to _____ Event Time: _____ to _____ Clean-Up Time: _____ to _____

Total Number of Guests Expected: _____ (No. of Adults _____ Teens _____ Children under 12 _____)

Additional Fees for Facility Attendants / Security Monitor

\$30 per hour for staff anytime after business hours when renting the Auditorium

\$15 per hour for staff anytime after business hours when renting the other rooms.

\$30 per hour for party's over 100 people

Room(s) Requested – Please check all that apply, including kitchen.	Deposit	Non-Commercial Fees
_____ Diane Boggs Auditorium (includes stage)	\$350.00	\$95.00 Per Hour
_____ Diane Boggs South (includes stage)	\$150.00	\$65.00 Per Hour
_____ Diane Boggs North (no stage)	\$150.00	\$55.00 Per Hour
_____ Downey Room	\$150.00	\$45.00 Per Hour
_____ Rio Hondo Room/Arts & Crafts	\$100.00	\$30.00 Per Hour
_____ Gallatin A	\$100.00	\$30.00 Per Hour
_____ Crawford Room/TV	\$100.00	\$20.00 Per Hour
_____ Kitchen (Entire)**	\$400.00	\$150.00 Per Hour
_____ Kitchen (Front Half Only)**	\$200.00	\$90.00 Per Hour

**** Note:** You can only rent the kitchen if you rent the Diane Boggs Auditorium/South.

PLEASE READ THE FOLLOWING:

Is Applicant the focus of the event (i.e. Bride or Groom, Guest of Honor)? Yes _____ No _____

If yes, who will be in charge at your event? Facility staff will need to have continued contact with one individual, who must be present in the Community / Senior Center during the entire reservation time. (i.e., This person must be present from the beginning of the rental time and until the last person.)

Extra Contact Person(s): _____ Relationship: _____ Phone: (_____)_____

_____ Relationship: _____ Phone: (_____)_____

This application is TENTATIVE until a supervisor approves it and a contract is signed.

An appointment needs to be made in advance to schedule a set-up / tour of the facility (NO EXCEPTIONS) !!

NO ALCOHOL ALLOWED IN FACILITY

RESERVATION REQUEST FORM

Page 2

Please tell us more about what will be happening at your event. Please note that certain activities will require additional deposits and / or insurance.

ACTIVITIES – Please check all that apply:

Dancing Games Skits/play acting Singing Raffle Contests
 Announcements Background music (includes radio, tapes, CD's, live band/musicians, DJ etc.)
 DJ Live Band/Music Karaoke System Disco Lights Radio System (Specify Type)
 Other (list) _____

EQUIPMENT – What will be used during your event? Use of City equipment requires additional fees. Availability of City equipment may be limited due to the number of reservations on the same date and by priority of date initial reservation was.

AVAILABLE FROM CITY

PRICE

<input type="checkbox"/> Television/VCR Set	\$50
<input type="checkbox"/> Portable PA System with Microphone	\$100
<input type="checkbox"/> Piano	\$50
<input type="checkbox"/> Easels	\$15 per easel
How many _____	
<input type="checkbox"/> Dry – Erase Board	\$15 per board
<input type="checkbox"/> Podium (full size)	Included in room deposit
<input type="checkbox"/> Podium (table size)	Included in room deposit
<input type="checkbox"/> Overhead Screen	Included in room deposit (Available only in Auditorium/Downey Rooms)
<input type="checkbox"/> PA / Music System	Included in room deposit (Available only in Auditorium)
<input type="checkbox"/> Microphone(s)	
How many _____	

Will you be serving food? Yes _____ No _____
If so, is your event being catered? Yes _____ No _____

Caterer – Name: _____ Phone: _____

Decorator – Company Name: _____

Name of contact: _____ Phone: _____

The City of Downey/Barbara J. Riley Community & Senior Center reserves the right to change or cancel any reservation at any time.

CITY STAFF USE ONLY:

Taken By (Staff Name): _____ **Date Received By Staff:** _____

Will Liability Insurance be required for this reservation? Yes No