



**City of Downey – Parks and Recreation Department**  
**BARBARA J. RILEY RESERVATION APPLICATION FORM**

**Reservations must be submitted in person at the Barbara J. Riley Center:  
 7810 Quill Drive, Downey, CA 90242.  
 Fees will vary depending on length and attendance of reservation.**

**Downey Resident Only** - Driver's license or CA ID and current utility bill required at time of reservation. Must be 18 yrs or age of older.

**CONTACT INFORMATION**

Applicant or Group Name: \_\_\_\_\_ If Group, Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**RESERVATION INFORMATION**

**Reservations must be made a minimum of two (2) weeks to a maximum of year prior to the scheduled event.**

Type of Function: \_\_\_\_\_ Total Number of Guests Expected: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Time: Set up: \_\_\_\_\_ to \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_ Clean up time: \_\_\_\_\_ to \_\_\_\_\_

Is your event being catered? Yes\* \_\_\_\_\_ No \_\_\_\_\_ \*Caterer must have a valid business license with them on day of event. Taco Carts are not allowed.

Caterer – Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FEES**

	Deposit	Non-Profit	Resident	Non Resident Commercial Fee
<b>Diane Boggs Auditorium (Full)</b>	\$350.00	\$85 / hour	\$95 / hour	\$140.00 per hour
<b>Diane Boggs Auditorium South (stage)</b>	\$150.00	\$55 / hour	\$65 / hour	\$105.00 per hour
<b>Diane Boggs Auditorium North</b>	\$150.00	\$45 / hour	\$55 / hour	\$95.00 per hour
<b>Downey Room</b>	\$150.00	\$40 / hour	\$45 / hour	\$65.00 per hour
<b>Rio Hondo Room/Arts &amp; Crafts</b>	\$100.00	\$25 / hour	\$30 / hour	\$50.00 per hour
<b>Gallatin A</b>	\$100.00	\$25 / hour	\$30 / hour	\$50.00 per hour
<b>Crawford Room/TV</b>	\$100.00	\$20 / hour	\$20 / hour	\$35.00 per hour
<b>Dance Building (Business hours only)</b>	\$100.00	\$30 / hour	\$35 / hour	\$40.00 per hour
<b>Kitchen (Entire) *Must Rent Auditorium</b>	\$400.00	\$140 / event	\$150 / event	\$200.00 per event
<b>Kitchen (Front Half Only) *Must Rent Auditorium</b>	\$200.00	\$80 / event	\$90 / event	\$100.00 per event

**Additional Fees:**

- \$30 per hour for Security Monitor for groups of 100 or more (with supervisor's approval).
- \$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
- Deposits are refundable once it is determined no damage has been done to equipment or room
- The kitchen may only be rented to those who rent the Full Auditorium or the Auditorium South

\*\*\*\*These are base fees. Please see facility rental rate sheet for all fees\*\*\*\*\*

**FACILITY REQUESTED** – Please check all that apply

<b>Diane Boggs Auditorium (full)</b> _____ Banquet Capacity - 160      Overhead Screen available Meeting Capacity - 200      PA/Music System available		<b>Diane Boggs Auditorium ( South w/ Stage)</b> _____ Banquet Capacity - 72      Overhead Screen available Meeting Capacity - 100      PA/Music System available	
<b>Diane Boggs Auditorium (North)</b> _____ Banquet Capacity - 80 Meeting Capacity - 100		<b>Downey Room</b> _____ Banquet Capacity - 64      Overhead Screen available Meeting Capacity - 80	
<b>Rio Hondo Room</b> _____ Banquet Capacity – n/a Meeting Capacity - 35		<b>Gallatin A</b> _____ Banquet Capacity – n/a Meeting Capacity - 45	<b>Kitchen (Full)</b> _____ Includes: Oven, stove
		<b>Kitchen (Half)</b> _____ Includes: sink, ice machine	
<b>Crawford Room</b> _____ Banquet Capacity – n/a Meeting Capacity - 15	<b>Dance Building</b> _____ Only during business hours Must be able to provide liability insurance Capacity - 15	<b>Extra Equipment</b> ___ Television/VCR set      \$50 ___ Portable PA system with Microphone      \$100 ___ Piano      \$50 ___ Easels      \$15per easel (amount___) ___ Dry-Erase Board      \$15per board ___ Podium      \$included in deposit	

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

**Activities-** Please check all that apply

Dancing     Games     Skits/play acting     Singing     Raffle     Contests     Announcements  
 Background music (includes radio, tapes, CD's, etc)     DJ     Karaoke System     Disco Lights     Radio  
 System (Specify type)     Other (list) \_\_\_\_\_

**RESERVATION APPLICATION FORM**

**This application is TENTATIVE until a Supervisor approves it and a contract is signed.  
ALCOHOL IS NOT PERMITTED IN THE FACILITY**

**Note:**

- All room rentals include tables and chairs which will be set up by staff. Number of chairs and tables vary by room.
- Applicant must be present from the beginning of the rental time and until the last person leaves the event.

**The City of Downey Parks and Recreation Department reserves the right to change or cancel any reservation at any time.**  
 I have read the City of Downey Park Facility Policies and Procedures. I understand this form is a request only, not an agreement for rental. I understand that I must comply with all Department policies and procedures. Failure to comply will result in the City refusing future rentals and participation in programs.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY STAFF USE ONLY:**

**Taken By (Staff Name):** \_\_\_\_\_ **Date Received By Staff:** \_\_\_\_\_

Driver's License/CA ID: \_\_\_\_\_ Utility Bill: \_\_\_\_\_ Approved: Yes    No

Contract Rental #: \_\_\_\_\_ Total: \$ \_\_\_\_\_ Paid: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_