



FACILITY USE APPLICATION

PARKS AND RECREATION SERVICES

RENTAL REQUEST STATUS:

- Private Rental
 Company/Business Event
 Non-Profit Organization
 (*must provide non-profit status letter/number*)

Application Date: _____

Non-Profit No: _____

MAIN CONTACT NAME:			
Company (if applicable):			
Main Contact Home Address:	City:	State:	Zip:
Main Contact E-Mail Address:	Main Contact Phone #(s):		
ALTERNATE CONTACT NAME:			
Alternate Contact E-Mail Address:	Alternate Contact Phone #(s):		

POLICIES AND PROCEDURES: Please read the entire Facility Rental Guide before submitting this application. I have read and understand the City's policies listed in the guide. _____

Please initial

RENTAL INFORMATION:

Event Date:		Alternate Event Date:	
Set-up Time:	Event Start Time:	Event End Time:	Clean-up Time:
Type of Event:			# in Attendance:
Event Description:			

FACILITY ROOM REQUEST: Select the Facility/Room you wish to use.

Orinda Community Center, 28 Orinda Way					
<input type="checkbox"/> Classroom 2	<input type="checkbox"/> Classroom 4	<input type="checkbox"/> Founders Auditorium	<input type="checkbox"/> Classroom 5	<input type="checkbox"/> Classroom 6	
<input type="checkbox"/> Classroom 7	<input type="checkbox"/> Classroom 8	<input type="checkbox"/> Classroom 9A	<input type="checkbox"/> Classroom 9B	<input type="checkbox"/> Classroom 10	<input type="checkbox"/> Kitchen
If you are interested in reserving any space in the Orinda Community Center Park (gazebo and/or grass area), please specify here:					
Library, 26 Orinda Way					
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Garden Room	<input type="checkbox"/> Gallery Room	<input type="checkbox"/> May Room		
City Hall, 22 Orinda Way		Wagner Ranch, 350 Camino Pablo		Wilder Park, 2 Wilder Way	
<input type="checkbox"/> Sarge Littlehale Room		<input type="checkbox"/> Gym		<input type="checkbox"/> Ranch House	

EQUIPMENT REQUESTS: Tables, chairs and screens are included in your rental. The following equipment is available to rent per-use, for a nominal fee. Please select the items you wish to use.

<input type="checkbox"/> Coffee Pot <input type="checkbox"/> Easels <input type="checkbox"/> LCD Projector <input type="checkbox"/> Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Sound System <input type="checkbox"/> TV/DVD
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ADDITIONAL INFORMATION: If fees will be charged for alcohol an Alcoholic Beverage Permit will be required. If food is to be sold, then a Contra Costa County Food and Beverage Permit must be obtained.

Open to the public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is an admission fee being charged? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be served: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will fees be charged for alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Caterer:	Caterer Phone:
Band, DJ, sound system?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide name:
Please describe decorations:	

INSURANCE REQUIREMENTS: The City of Orinda requires permit users to provide a “Certificate of Liability Insurance” naming the City of Orinda as an additionally insured. The certificate must include the City’s address, 28 Orinda Way, Orinda, CA 94563. You may purchase liability insurance coverage through the City of Orinda for an additional cost, **or** you may provide it through your homeowner’s insurance carrier. Insurance coverage must be submitted 90 days prior to your scheduled event. Please refer to the City of Orinda’s Facility Rental Guide for further details.

- I will provide a certificate through my homeowners’ insurance (must be submitted 30 days before scheduled event)
- I would like to purchase insurance through the City of Orinda

Insured Event Holder/Applicant: _____ Date of Event: _____

**Most events hosted by the City of Orinda will be classified as Class I. Prior to confirmation of the event staff will confirm the insurance Class per the event type. Coverage NOT available through the City of Orinda for sports camps, programs, or events.*

MAIL APPLICATION AND PAYMENT TO: Orinda Community Center, 28 Orinda Way, Orinda CA 94563

- Check Payment: Please make all checks payable to *City of Orinda*
- Credit Card Payment: Please check here if you would like to pay by credit card. In order to provide you with a more secure payment experience, the City is no longer accepting written credit card numbers on applications. Once we have received and processed your application, the office will call for your credit card payment information. We accept VISA and MASTERCARD.