



FACILITY USE APPLICATION

PARKS AND RECREATION SERVICES

ACCOUNT INFORMATION

APPLICATION DATE: _____

MAIN CONTACT NAME:			
Company / Organization (if applicable):			
Main Contact Mailing Address:	City:	State:	Zip:
Main Contact Email Address:	Main Contact Phone #(s):		
ALTERNATE CONTACT NAME (If applicable)			
Alternate Contact Email Address::	Alternate Contact Phone #(s):		

CLASSIFICATION - Select the appropriate category for this event.

- Private Rental
 Company/Business Event
 Non-Profit Use, Organization: _____
 (Must provide non-profit status letter/number)

POLICIES AND PROCEDURES - Please make sure you have read the entire PARKS & FACILITIES RENTAL GUIDE before submitting this application. I have read and understand the City's policies listed in the Rental Guide.

Please Initial

RENTAL INFORMATION

Event Date:		Alternate Event Date:		
Rental Permit Start Time:	Guest Arrival / Event Start Time	Guest Exit / Event End Time	Rental Permit End Time:	Total Hours:
Type of Event:			# in Attendance	
Event Description:				

FACILITY REQUEST - Select all you wish to use.

Art & Garden Center, 20 Orinda Fields Lane					
<input type="checkbox"/> Studio 1	<input type="checkbox"/> Studio 2	<input type="checkbox"/> Studio 3	<input type="checkbox"/> Studios 1-3	<input type="checkbox"/> Studio 4	<input type="checkbox"/> Plaza / Stage
Orinda Community Center, 28 Orinda Way					
<input type="checkbox"/> Founders Auditorium	<input type="checkbox"/> Classroom 2	<input type="checkbox"/> Classroom 4	<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	<input type="checkbox"/> Park Meadow
Orinda Library, 26 Orinda Way					
<input type="checkbox"/> Library Auditorium	<input type="checkbox"/> Garden Room	<input type="checkbox"/> Gallery Room	<input type="checkbox"/> May Room	<input type="checkbox"/> Foyer	<input type="checkbox"/> Plaza
City Hall, 22 Orinda Way		Wagner Ranch, 350 Camino Pablo		Wilder Park, 10 Orinda Fields Lane	
<input type="checkbox"/> Sarge Littlehale Room		<input type="checkbox"/> Gym		<input type="checkbox"/> Ranch House	

EQUIPMENT REQUEST - Tables, chairs, podiums, whiteboards, and screens are included in your rental. The following equipment is available to rent per-use, for a nominal fee. Please select the item(s) you wish to use.

<input type="checkbox"/> Projector	<input type="checkbox"/> with Sound	<input type="checkbox"/> Easels #___	<input type="checkbox"/> Podium #___	<input type="checkbox"/> Microphone (Circle Type): Hand-held / Lapel / Table Top
<input type="checkbox"/> Sound System (Circle Type): Built-in / Portable	<input type="checkbox"/> BBQ Grill at Ranch House only (included with hourly rate)		<input type="checkbox"/> TV/DVD	

ADDITIONAL INFORMATION - If fees will be charged for alcohol, an Alcoholic Beverage Control (ABC) Permit will be required. If food is to be sold, 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, 22 Orinda Way, Orinda, CA 94563. See Rental Guide for details.

Insurance coverage must be submitted 30 days prior to your scheduled event.

- I will provide a certificate through my organization or homeowners’ insurance
- I will purchase insurance through another event insurance vendor.

RENTAL PERMIT PROCESS - If you are interested in speaking with a staff member about reserving a facility, please call (925) 253-4205 during our Facility Rental Hours, Monday - Friday, from 8:30 a.m. to 12:30 p.m.

1. **Return Application** - Application does not guarantee any reservation
 - Email: RENTALS@CITYOFORINDA.ORG
 - Mail / In Person: Orinda Community Center, 28 Orinda Way, Orinda CA 94563 (Hours: M-F, 8:30am–4:30pm)
 - Fax: 925.253.7716
2. **Sign and Return Permit** - Review, initial/sign and date, return permit (see above) within 7 days
3. **Complete Payment** – all required fees processed in order to complete and secure your reservation.
 - For your security, we can no longer accept credit card payments over the phone, via fax or mail. Please make payment(s) through your online account or in person at the Orinda Community Center.
 - Make checks payable to City of Orinda.
4. **Provide all Supplemental Documentation** – Certificate of Liability Insurance, Room Layout

THANK YOU SO MUCH FOR YOUR INTEREST IN RESERVING OUR FACILITIES.