

Red Bluff Community/Senior Center

1500 South Jackson Street	Coffee Fees _____	Deposit / Date _____
Red Bluff, Ca 96080	Linen Fees _____	Room Fees _____
(530) 527-8177	Projector Fees _____	Balance due _____
(530) 527-4957 fax	Insurance Fees _____	Refund date _____

FACILITY USE APPLICATION AND LIABILITY RELEASE FORM

Company name		Room name / Package #	
Name of responsible party		Date of room rental	
Event		Time of room request	From: To:
Email address		Will the Kitchen be rented?	
Address for deposit refund		Name of Caterer	
City, State and Zip code		Expected attendance	
Home phone, cell or work #		Alcohol Permit (10 days)	
Insurance Carrier		ABC License (14 days)	
Security Provider		Policy packet received?	

CONDITIONS OF RENTAL AGREEMENT

1. By signing below, I have agreed to read the Community Center policies and procedures document that was presented to me upon reserving the Community Center. After reviewing the rental policies and procedures guide, I am also agreeing to uphold such policies during my rental time and abide by any and all guidelines as well as any and all City, State and Federal laws that may apply.
2. By signing below, I have agreed to read and uphold the security policy and requirements that was presented to me upon reserving the community Center. I also understand as the renter/rental party or business that I/we are responsible for securing a contract with a licensed security company. The total amount of security guards that must be present is _____.
3. I am also understanding as the renter/rental party/or business that by signing below, I am agreeing that: If there is negligence, vandalism, "police call outs", additional time at facility/park, that has not been reserved, additional clean up required or fees associated with staff, facility, or circumstance that my cleaning/security deposit will be forfeited or deducted from as well as additional fees that can apply.
4. The applicant shall hold harmless, defend and indemnify the city of Red Bluff and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, but only in proportion to and to the extent such liability, claims, damages, losses, expenses, or attorneys' fees, are caused by or result from the negligent acts or omissions of the applicant, its officers, employees, agents, guests or invitees. _____

I _____ have read the items listed and agree to all terms and conditions.

Signature of Applicant _____ Date _____

PLEASE **CIRCLE** YOUR ROOM SELECTION AND ROOM DEPOSIT

AUDITORIUM RATES										
	Deposit	2hr	3hr	4hr	5hr	6hr	7hr	8hr	12hr	16hr
Weekday	\$200	\$187	\$282	\$355	\$447	\$480	\$494	\$508	\$561	\$677
Weekend	\$200	N/A	N/A	\$426	\$507	\$575	\$591	\$609	\$672	\$811
Empty gym rate is \$45 per hour and only offered Monday through Thursday between 8 a.m. and 9 p.m.										
*Auditorium will have an additional fee of \$100 for groups with 250 or more people.										

Hours	CONFERENCE (39p)		GARDENSIDE (72p)		WESTSIDE (120p)		BOARD (16p)	FIRESIDE	KITCHEN
	<i>*Deposit: \$75</i>		<i>Deposit:\$100</i>		<i>Deposit:\$150</i>		<i>*Deposit: \$75</i>	<i>*Deposit: \$75</i>	<i>Deposit: \$100</i>
	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND	Weekday/Weekend Same Rate (4 hr min weekend)		
2	\$40	N/A	\$56	N/A	\$68	N/A	\$28	\$28	\$73
4	\$60	\$80	\$106	\$176	\$129	\$214	\$54	\$54	\$138
6	\$80	\$110	\$143	\$238	\$174	\$289	\$70	\$70	\$187
8	\$100	\$140	\$151	\$252	\$184	\$306	\$77	\$77	\$198
12	\$140	\$155	\$167	\$278	\$203	\$338	\$85	\$85	\$220
16	N/A	N/A	\$202	\$336	\$246	\$408	N/A	N/A	\$263

Weekend Rates (Begins Friday 5:00 p.m. through Sunday midnight) Weekend rentals have a 4 hour minimum.

* *Deposit May be waived for returning renters*

Insurance and security may be required for your event. Insurance may be purchased through the City of Red Bluff from Hub International or you may acquire it on your own. Security guards may be required for some events, please see security guidelines. Community Center Maintenance team provides set up. For specific layout plans, please submit a separate diagram describing your request.

Check the boxes that apply to your event

- Set Up style: Classroom (tables and chairs) Theatre (chairs) U-Shape Board style (Square center table)
- Table preference: Rounds Rectangular Food Tables Informational Tables Registration Table
- Accessories Needed: Microphone TV/DVD Whiteboard Easels ____ Qty (3 avail) Screen (Audit, Westside or Conf)

Video Projector Rental \$50 fee		CEILING DECORATION	QTY	LINENS Available in: White, Ivory, Black, or Red
Large Coffee (40 cups) service \$23.00		Bead & Light Ceiling Draping (Westside) \$50.00		85x85 (fits round tables) \$4.00 each
Large Coffee Refill \$15.00		Large ceiling fabric (Auditorium) \$113.00		Banquet \$4.00 each
Small Coffee service (12 cups) \$10.00		Ceiling Fabric Lights (Auditorium) \$75.00		52x52 all colors plus: pink, yellow, lt. blue, green \$2.00 ea
Storage room \$25.00 per day				Napkins: 50 cents each, many colors available!