

Application for Woodland Community & Senior Center

General (please print)

Primary Contact Person _____

Organization (if applicable) _____

Address _____

City _____ State _____ Zip _____

E-mail _____ Day Phone _____

Evening _____ Phone Cell _____ Fax _____

The Event Date(s) _____ Day(s) of Week _____

Start Time in Facility _____ End Time in Facility _____

Person in charge of event _____ Attendance _____

Time Event Starts _____ Room(s) Requested _____

Description of Event _____

- Assembly Baby Shower Birthday Carnival Company Party
 Concert Educational Family Gathering Graduation Ceremony
 Memorial – Name: _____ Quinceañera Reunion
 Service Group Wedding Wedding Reception Other _____

Other Event Info/Describe Outdoor Activities _____

Amenities: Bar Mic Podium Projector/Screen Stage Other _____

Serving food or beverage? Yes No Selling food or beverage? Yes No

Will alcohol be served? Yes No Will alcohol be sold? Yes No

Will meal be catered? Yes No Is any part of the event outside? Yes No

Is event open to the public? Yes No Is there a charge to attend event? Yes No

Will there be music? Yes No **Band** Yes No **DJ** Yes No **Mariachi** Yes No

Application Review (Office Use Only)

Application Received

- Taken by _____
- Date Received _____
 - o Is application complete _____
- Permit # _____
- Reviewed by _____
- Date _____

Status

- Resident Adult Non-Profit
- Resident
- Youth/Senior Non-Profit
- Non-Resident
- Commercial, All Fundraisers

Photo ID

- Verified Photo ID _____

Alcohol Permit

- Yes
- No

Deposit

- Date Paid _____

Insurance Requirements

- Additional Insured Endorsement
 - o Comments _____
- Product Liability Endorsement
- Host Liquor Endorsement
- Liquor Endorsement
- Liquor License Required
- Business License Required
- Non-Profit Status Required
- Sound Permit Required
- Security Required
 - o Number of Security Required _____
 - o Time Security Required on Site _____ To _____

NOTES:

Indemnity and Hold Harmless

Please read before signing

The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of the Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued base on this application.

Signature _____ Date _____

City Staff _____ Date _____

Room Rental Layout

Instructions: (Meeting Room, Banquet Room, Lobby, Gymnasium, Arts & Craft Room)

Draw an example of how you would like the room set up for your event. (Example: tables, chairs, bar, music and dance area, tables for food, drinks, cake, gifts, sign-in, etc) *This information is due 2 weeks before your event.*

