

FACILITY RESERVATION APPLICATION

1. Date of use: _____ 2. Hours: Doors open: _____ am / pm

Note: Set-up and clean-up times must be included in rental hours. Group out by: _____ am / pm

3. Facility: _____

4. Type of event: _____

5. # of guests expected: _____

6. Applicant's Name: _____

7. Resident of Daly City: ___verif___

8. Applicant's Home Address: _____

21 Years old: ___verif___

_____ Driver's License: _____

9. Applicant's Day Tel #: _____

Eve/Weekend Tel #: _____

10. If group application, list name and address of organization: _____

Cell Phone # _____

_____ E-Mail Address: _____

_____ Non-profit group: ___ yes ___ no

Selling Tickets or Collecting Money: Yes___ No___ Non-profit I.D #: _____

11. Person in charge of event (if other than applicant):

Name: _____ Day ph.#: _____ Eve ph.#: _____

Address: _____ License #/Verification: _____

******* NO ALCOHOL WILL BE ALLOWED AT CHILDREN/TEENAGE FUNCTIONS *******

CITY ALCOHOLIC BEVERAGE PERMIT:

Serving of alcohol *must* stop one hour prior to the conclusion of the event.

Will alcohol be served? ___yes ___no

Hours: ___am / pm to ___am / pm

Will alcohol be sold? ___yes ___no

(A.B.C. License Required. 415-356-6500,
71 Stevenson St., SF, CA 94105)

DANCE APPROVAL:

Dancing must stop one hour prior to the conclusion of the event.

Dancing ___yes ___no

Hours: ___am / pm to ___am / pm

I HAVE READ THE RULES AND REQUIREMENTS STATED IN THE TERMS AND GUIDELINES OF THE RENTAL INFORMATION, AND AGREE TO COMPLY WITH THEM.

******* If you misrepresent the information on this application, your entire deposit will be forfeited. *******

Applicant Signature

Date

YOUR DEPOSIT WILL BE REFUNDED NO SOONER THAN 45 DAYS AFTER YOUR EVENT PROVIDING ALL TERMS AND CONDITIONS OF THE SIGNED CONTRACT HAVE BEEN MET

More than one change on your reservation will incur a \$50 change fee
\$50 late fee will be assessed if not paid by due date