

**ANAHEIM COMMUNITY SERVICES DEPARTMENT**  
**APPLICATION FOR ONE-TIME USE OF THE BROOKHURST COMMUNITY CENTER**

2271 W. CRESCENT AVE. | ANAHEIM, CA 92801  
 Phone 714.765.3373 | Fax 714.765.3375

Rental # _____
Entered by: _____
Date: _____

**Applicant Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Alternate Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_

**Date of Event: Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Hours:** \_\_\_\_\_ **am/pm** to \_\_\_\_\_ **am/pm**

**Type of Event:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Max. Occupancy:** \_\_\_\_\_

**Percentage Anaheim Residents:** \_\_\_\_% **(Organizations/Businesses)**

**Is the event open to the public?**  Yes  No

**Will alcohol be served?**  Yes  No

**Will food be served?**  Yes  No

**Will event be professionally catered?**  Yes  No

**Name of catering company:** \_\_\_\_\_

**Will any goods or services be sold?**  Yes  No

**Will event be used as a fundraiser?**  Yes  No

**If yes, proceeds will be used for** \_\_\_\_\_

**EVENT SCHEDULE**

**ALL RENTAL CHANGES MUST OCCUR 30 DAYS PRIOR TO EVENT DATE**

**Set-Up/Preparation Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Event Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Alcohol Serving Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
**(4 hour maximum)**

**Clean Up Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Notes:** \_\_\_\_\_

**EQUIPMENT REQUIREMENTS**

**A FLOOR PLAN/DIAGRAM IS REQUIRED FOR ALL SET-UPS**

<input type="checkbox"/> Chairs Only: Theatre style to accommodate _____	<input type="checkbox"/> Chairs & Tables: Classroom style to accommodate _____
<input type="checkbox"/> Chairs & Tables: Banquet style to accommodate _____	<input type="checkbox"/> Chairs & Tables: Banquet style with Dance Floor to accommodate _____
<input type="checkbox"/> Number of Card Tables _____	<input type="checkbox"/> Projection Screen <input type="checkbox"/> Floor Podium
<input type="checkbox"/> Dry Erase Board <input type="checkbox"/> VCR/TV	<input type="checkbox"/> U.S.A. Flag <input type="checkbox"/> California Flag
<input type="checkbox"/> Kitchen <input type="checkbox"/> Icemaker	<input type="checkbox"/> Warming Ovens

**\*\*\* TENANT: PLEASE DO NOT WRITE BELOW THIS LINE \*\*\***

*This form is void until properly filled out and signed by an authorized Community Services Department Representative*

**APPLICABLE FEES (All fees must be paid at time of application)**

Contracted Hours: \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Staffing Fee: \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

Set Up / Take Down: \$ \_\_\_\_\_

Processing Fee: \$ \_\_\_\_\_

**Rental Fee Subtotal:** \$ \_\_\_\_\_

General Liability Insurance (Alcohol): \$ \_\_\_\_\_

Damage Deposit (Refundable) \$ \_\_\_\_\_

**DTF#** \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Tenant:** Payments can be made via VISA, MC, Discover, Check, or Money Orders only. Please make checks payable to **City of Anaheim**.

**Payments Received:**

\$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_

\$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_

**Tenant:** If other expenses occur, charges will be made accordingly. If applicable, deposits are returned 3-4 weeks following the event.

**SPECIAL CONDITIONS OF AGREEMENT**

**Tenant to provide: (Initial where applicable)**

Fire Department approved set up diagram and/or applicable permits at least two (2) weeks prior to event: \_\_\_\_\_

Set up diagram at least two (2) weeks prior to event: \_\_\_\_\_

Public Dance Permit: \_\_\_\_\_

General Liability Ins. Certificate & Endorsement, 30 days prior to event: \_\_\_\_\_

Proof of non-profit status 501(c) 3 # \_\_\_\_\_

Membership Roster (including city residency): \_\_\_\_\_

Off-duty Anaheim Police Officers for event to be arranged by applicant: \_\_\_\_\_

Contracted Security Guards, proof required 30 days prior to the event: \_\_\_\_\_

Copy of Anaheim Business License: \_\_\_\_\_

Copy of ACS Regulations for Use, initialed & signed by tenant: \_\_\_\_\_

Copy of ACS Alcohol Regulations signed by tenant: \_\_\_\_\_

Copy of any promotional materials: \_\_\_\_\_

Other: \_\_\_\_\_

<input type="checkbox"/> Approved	<b>Authorized Signature:</b> _____	<b>Date:</b> _____
<input type="checkbox"/> Denied	<b>Reason:</b> _____	<b>Date:</b> _____