

ANAHEIM COMMUNITY SERVICES DEPARTMENT
APPLICATION FOR MULTIPLE 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: _____

Term: From _____ **to** _____

Room(s) Requested: _____

Please attach list of dates and times of events for facility usage

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