



Facility Rental Application

Please use this application to submit your request to rent space at the City of Huntington Park's Department of Parks and Recreation. **In order to reserve a facility for private special events, facility rental applications and rental fees MUST be submitted and paid in full a minimum of 2 weeks prior to event date(s)** (Please see policy for adding time to your rental). Submission of this application does not guarantee rental of facility.

CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION _____ TAX ID # (Non-profits only) _____

APPLICANT NAME/PERSON RESPONSIBLE _____ TITLE _____

CELL PHONE _____ ALTERNATE PHONE _____

EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EVENT INFORMATION

SET UP DAY(S)/DATE(S) REQUESTED* _____ EVENT DAY(S)/DATE(S) REQUESTED* _____

NAME AND TYPE OF EVENT _____ ESTIMATED ATTENDANCE _____

FACILITY REQUESTED _____

SET UP START TIME _____ SET UP END TIME _____ EVENT START TIME _____ EVENT END TIME _____

* If more than three (3) dates are requested, please list all dates and times in "COMMENT / ADDITIONAL DATES" section on backside.

EVENT DETAILS

- 1. Is your event open to the public? Yes No (If yes, liability insurance required)
- 2. Is this a fundraising event? Yes No (If yes, liability insurance required)
- 3. Will there be admission, charge or donation? Yes No (If yes, liability insurance required)
- 4. Is the celebrant of your event younger than 21 years and will alcohol be served during the event? Yes No (If yes, please see security guard policy)
- 5. Will alcoholic beverages be sold at the event? Yes No (If yes, liability insurance & ABC license required)
- 6. Will non pre-packaged food be served? Yes No (if yes, janitorial services are required)
- 7. Will Caterer/Bartender be onsite during your event? Yes No (If yes, liability insurance & BL required)

Please sign below to confirm that the information contained on this application is accurate

SIGNATURE _____ DATE _____

STAFF USE ONLY

APPLICATION RECEIVED BY _____ APPLICATION APPROVED BY _____

APPLICATION PROCESSED/LOGGED BY _____

RECEIPT NO. _____ PAYMENT TYPE: CHECK MONEY ORDER VISA/MASTERCARD

SECURITY SERVICES NOTIFICATION SENT BY: _____ DATE _____

COMMENTS / ADDITIONAL DATES AND TIMES
