



## FACILITY RENTAL APPLICATION

### FACILITIES

#### Centre Concord - 5298 Clayton Road *Capacity in parentheses.*

- |  |   |
|--|---|
| <input type="checkbox"/> Full Ballroom includes Kitchen<br><input type="checkbox"/> Classroom (320) <input type="checkbox"/> Theater (400)<br><input type="checkbox"/> Banquet (400) | <input type="checkbox"/> 2/3 Ballroom includes Kitchen<br><input type="checkbox"/> Classroom (220) <input type="checkbox"/> Theater (400)<br><input type="checkbox"/> Banquet (240) |
| <input type="checkbox"/> 1/3 Ballroom<br><input type="checkbox"/> Classroom (100) <input type="checkbox"/> Theater (200)<br><input type="checkbox"/> Banquet (120)                   | <input type="checkbox"/> Classroom<br><input type="checkbox"/> Classroom (32) <input type="checkbox"/> Theater (50)<br><input type="checkbox"/> Banquet (40)                        |
| <input type="checkbox"/> Activity Center<br><input type="checkbox"/> Classroom (70) <input type="checkbox"/> Theater (200)<br><input type="checkbox"/> Banquet (120)                 |   |

#### Willow Pass Community Center - 2748 E. Olivera Road *Capacity in parentheses.*

- |  |  |
|--|--|
| <input type="checkbox"/> Main Hall includes Kitchen and Patio<br><input type="checkbox"/> Classroom (100) <input type="checkbox"/> Theater (200)<br><input type="checkbox"/> Banquet (200) | <input type="checkbox"/> Classroom<br><input type="checkbox"/> Classroom (30) <input type="checkbox"/> Theater (50)<br><input type="checkbox"/> Banquet (50) |
| <input type="checkbox"/> Arts & Crafts Room<br><input type="checkbox"/> Classroom (30) <input type="checkbox"/> Theater (50)<br><input type="checkbox"/> Banquet (50)                      | <input type="checkbox"/> Weekday Package includes Kitchen and single Meeting Room (250)  |

#### Concord Senior Center - 2727 Parkside Circle *Capacity in parentheses.*

- |   |  |
|---|--|
| <input type="checkbox"/> Wisteria Hall (Kitchen/Stage)<br><input type="checkbox"/> Classroom (192) <input type="checkbox"/> Theater (230)<br><input type="checkbox"/> Banquet (200 or 160 with Dance Floor) | <input type="checkbox"/> Wisteria Hall A (Stage)   or <input type="checkbox"/> Wisteria Hall B (Kitchen)<br><input type="checkbox"/> Classroom (96) <input type="checkbox"/> Theater (115)<br><input type="checkbox"/> Banquet (100) |
| <input type="checkbox"/> Garden Room (Sink)<br><input type="checkbox"/> Classroom (60) <input type="checkbox"/> Theater (60)<br><input type="checkbox"/> Banquet (50)                                       | <input type="checkbox"/> Garden Room A (Sink)   or <input type="checkbox"/> Garden Room B<br><input type="checkbox"/> Classroom (25) <input type="checkbox"/> Theater (30)<br><input type="checkbox"/> Banquet (25)                  |
| <input type="checkbox"/> Dianda Room (Sink)<br><input type="checkbox"/> Classroom (20) <input type="checkbox"/> Theater (20)<br><input type="checkbox"/> Banquet (20)                                       | <input type="checkbox"/> Garaventa Room (Sink)<br><input type="checkbox"/> Classroom (20) <input type="checkbox"/> Theater (20)<br><input type="checkbox"/> Banquet (20)   |
| <b>Add on:</b> <input type="checkbox"/> Lounge  | <input type="checkbox"/> Front Patio (add onto Wisteria/Garden Rm.) (100)  |

### APPLICANT INFORMATION

Name of Applicant:	Birthday:   /   /
First	Last
MM	DD   YYYY
Address:	
Street	City   State   Zip
Phone: (    )	Email:

### ORGANIZATION INFORMATION (IF APPLICABLE)

Name of Organization:	
Name of Group, Organization or Business	
Contact Person:	Birthday:   /   /
First	Last
MM	DD   YYYY
Address:	
Street	City   State   Zip
Phone: (    )	Email:



**City of Concord Parks & Recreation Department**

5298 Clayton Road, Concord, CA 94521

Phone: (925) 671-3324

Email: [facilityrentals@cityofconcord.org](mailto:facilityrentals@cityofconcord.org)

**EVENT DETAILS**

Description of Event or Activity:

Rental Date(s):

Day(s) of the Week:  M  T  W  Th  F  Sa  Su

Arrival Time:	Event Begins:	Event Ends:	Departure Time:	Total Hours:
Includes Set-Up, Decorating, etc.	Guests arrive	Guests leave	Cleaned and vacated	
AM / PM	AM / PM	AM / PM	AM / PM	

Anticipated # in Attendance:

Is this a public or community event?\*  Yes  No Will food or beverages be sold at this event?\*  Yes  No

\*If yes to both, the County requires a Temporary Food Permit. Please see Rental Policies for more information.

Will alcohol be served/present at the event?\*  Yes  No

\*If yes, an Alcohol Permit is required. Please see Rental Policies for more information.

Will alcohol be sold?\*  Yes  No

\*If yes, a City of Concord Alcohol Permit and an ABC License is required (and displayed at your event). Please see Rental Policies for more information.

Describe any Special Equipment you will have at your event:

- Such as a bounce house, soft play area, animals, sound/special effects equipment, etc.
- Additional insurance and advance facility approval may be required.

\$1,000,000 Liability Policy naming City of Concord its officers, officials, agents, employees and volunteers as additional insured. Ask the Rental Coordinator for specific requirements.

Customer will provide on their own.  I would like more information.  Unknown at this time.

*My signature certifies all the above information is true and correct and any changes to the above information will be provided to the facility reservation office at least 30 days prior to the event. I understand failure to accurately disclose above information regarding my event may result in forfeiture of all fees paid, including the rental Non-Compliance Damage deposit.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**How did you hear about the City of Concord's Rental Facilities?**

- Referred to by family/friend
- Parks & Recreation Department Activity Guide
- City of Concord Website
- Facility Rental Brochure
- Social Media: \_\_\_\_\_
- Other \_\_\_\_\_

Notes: