

# Pollock Pines-Camino Community Center Rental Application

Contact: Joyce Harris (530)417-1821  
facilities@pollockpinesca.org

Invoice #:  
Event Date:

## FEE SUMMARY

Date of Event: _____	# of Hours requested: _____	Door Code #: _____
Set-Up Time: _____	Vacating Time: _____	Room # Requested: _____
Type of Event: _____		
Number of People Attending: _____		
Event Open to Public (Y/N): _____		

### Room #1 Fees:

\$ 30 Per Hr. (\$90 min)  
\$275 for daily rate  
Kitchen Included \_\_\_\_\_

### Room #2 Fees:

\$ 30 Per Hr. (\$90 min)  
\$225 for daily rate  
Kitchen Included \_\_\_\_\_

### Room #1 & #2:

\$495 for daily rate  
Kitchen Included \_\_\_\_\_

### Room #3 Fees:

\$ 20 Per Hr. (\$40. min)  
\$120 for daily rate \_\_\_\_\_

### Room #4 Fees:

\$ 25 Per Hr. (\$50. min)  
\$130 for daily rate \_\_\_\_\_

### Kitchen - \$25/Hr.

(\$75 min.) for Food  
Preparation & Serving \_\_\_\_\_

### Rental Total

Cleaning/Security Deposit \_\_\_\_\_ \$500

<b>Deposit Paid</b>	Date _____	Check# _____
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<b>Balance Due</b> (must be paid 15 days prior to event)	Date _____	Check# _____
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Application Date: \_\_\_\_\_

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

Group or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Anyone who rents from the PPCCCA, needs to provide and name the PPCCCA as additional insured on their policy in regards to the purpose for which they are using the facility. They need no less than a current policy of 1 (one) million occurrent limit and 2 (two) million aggregate limit.

(Proof of Insurance is to be attached to this form) \_\_\_\_\_  
Date received: \_\_\_\_\_

Alcohol To Be Served:  Yes  No  
(A Liquor License is required if a public event)

PPCCCA to run bar and responsible for liquor license?  Yes  No

Special Notes: \_\_\_\_\_

Applicant Signature: _____	Date: _____
PPCCCA Representative: Joyce Harris - Facility Coordinator	Date: _____

PPCCCA Mailing Address: P.O.Box 1195 - Pollock Pines, CA 95726 (530)647-8005