

# Pollock Pines-Camino Community Center Rental Application

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

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): \_\_\_\_\_

Application Date: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Group or Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

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: \_\_\_\_\_

<b>FEE SUMMARY</b>		
<b>Room #1 Fees:</b>		
\$ 45 Per Hr.		
\$325 for daily rate		
Kitchen Included		
<b>Room #2 Fees:</b>		
\$ 45 Per Hr.		
\$325 for daily rate		
Kitchen Included		
<b>Room #1 &amp; #2:</b>		
\$595 for daily rate		
Kitchen Included		
<b>Room #3 Fees:</b>		
\$ 30 Per Hr.		
\$150 for daily rate		
<b>Room #4 Fees:</b>		
\$ 35 Per Hr.		
\$175 for daily rate		
<b>Kitchen - \$45/Hr.</b>		
Food Preparation		
& Serving		
<b>Rental Total</b>		
<b>Cleaning/Security Deposit</b>		<b>\$ 500.00</b>
<b>Deposit Paid</b>	Date	Check#
	_____	_____
<b>Rent Paid</b>	Date	Check#
(must be paid 15 days prior to event)	_____	_____

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 PPCCCA Representative: \_\_\_\_\_ - Facility Coordinator Date: \_\_\_\_\_