

Pollock Pines-Camino Community Center Rental Application

Contact: Julie Kelly (559)381-1185 @ 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: _____

FEE SUMMARY		
Room #1 Fees:		
\$ 45 Per Hr.		
\$425 for daily rate		
Kitchen Included		
Room #2 Fees:		
\$ 45 Per Hr.		
\$425 for daily rate		
Kitchen Included		
Room #1 & #2:		
\$795 for daily rate		
Kitchen Included		
Room #3 Fees:		
\$ 40 Per Hr.		
\$150 for daily rate		
Room #4 Fees:		
\$ 50 Per Hr.		
\$175 for daily rate		
Kitchen - \$55/Hr.		
Food Preparation		
& Serving		
Rental Total		
Cleaning/Security Deposit		\$ 500.00
Deposit Paid	Date	Check#
	_____	_____
Rent Paid	Date	Check#
(must be paid 15 days prior to event)	_____	_____

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