



# FACILITY RENTAL APPLICATION

**Yorba Linda Public Library**

4852 Lakeview Avenue, Yorba Linda, CA 92886 | 714-777-2873

ylpl.org | ylpventrentals@yorbalindaca.gov

## CONTACT INFORMATION

### Primary Contract Holder:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
DOB: \_\_\_\_\_

### Alternate Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

\_\_\_\_\_  
Initial Here

I agree and authorize the person listed as the alternate contact to act on my behalf and make changes to the event details of the rental contract. Additionally, I authorize the City of Yorba Linda to make the changes requested. I acknowledge that I am assuming liability for this event and will be the main point of contact should the City need to resolve any issues regarding my event.

### Organization Information (if applicable):

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Business / Organization:  
 Church  Booster Club  
 School  Business/Corporation  
 Non-profit  Government Agency  
 Other: \_\_\_\_\_

## EVENT INFORMATION

**Event Date:** \_\_\_\_\_ **Room(s) Requested:** \_\_\_\_\_

*\*Please fill out page 4 if requesting multiple dates\**

### Rental Time:

Begin Set Up: \_\_\_\_\_ End Clean Up: \_\_\_\_\_  
Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_  
Total Hours: \_\_\_\_\_

### Expected Attendance:

Adults: \_\_\_\_\_ Youth (under 18): \_\_\_\_\_ Total Guests: \_\_\_\_\_

## EVENT INFORMATION CONT'D

**Type of Event:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Church Function          | <input type="checkbox"/> Meeting            | <input type="checkbox"/> School Event      |
| <input type="checkbox"/> Concert/Stage Production | <input type="checkbox"/> Memorial Service   | <input type="checkbox"/> Seminar           |
| <input type="checkbox"/> Fundraiser               | <input type="checkbox"/> Non-Profit Meeting | <input type="checkbox"/> Sports Event      |
| <input type="checkbox"/> Graduation               | <input type="checkbox"/> Party Type _____   | <input type="checkbox"/> Wedding Reception |

**Additional Equipment:**

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Wireless Microphone (\$20) | Quantity: _____ |
| <input type="checkbox"/> Handheld Microphone (\$20) | _____           |
| <input type="checkbox"/> Projector Screen           | _____           |
| <input type="checkbox"/> HDMI Cord - Apple          | _____           |
| <input type="checkbox"/> Podium                     | _____           |

## ALCOHOL SERVICE

- |                                     |                              |                             |
|-------------------------------------|------------------------------|-----------------------------|
| Will alcoholic beverages be served? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will alcoholic beverages be sold?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will drink tickets be used?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Alcohol Service Time:**

Start: \_\_\_\_\_ End: \_\_\_\_\_

**For events with admission fee:**

Is alcohol included in the price of admission?  Yes  No

Alcohol may be served for a maximum of 5.5 hours & must conclude 30 minutes prior to guest departure.

## FOOD SERVICE, VENDORS, & ACTIVITIES

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Will food be served?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will food be catered?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you interested in learning about in-house catering/décor options? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be dancing?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be a live band?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be a DJ?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will any high-profile individuals be present?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- A copy of the Caterer's Insurance is required for events where Caterer will be working onsite.
- Cooking is NOT permitted in rooms or on the patio.
- Please notify Staff of any equipment being used by 3rd party vendors. All equipment requires City approval prior to event.

## ADDITIONAL INFORMATION

- Is this event open to the Public?  Yes  No
- Is there an Admission Fee?  Yes  No
- Is this event a Casino Night?  Yes  No
- Will merchandise be sold?  Yes  No

Merchandise: \_\_\_\_\_

### **Fundraising Events:**

Organization/Cause funds are being raised for:

\_\_\_\_\_  
\_\_\_\_\_

#### **How did you hear about us?**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Family/Friend    | <input type="checkbox"/> Website     |
| <input type="checkbox"/> Resident           | <input type="checkbox"/> Prior Attendance | <input type="checkbox"/> Bridal Show |
| <input type="checkbox"/> Other: _____       |   |                                      |

## ADDITIONAL INFORMATION

The City of Yorba Linda requires Liability insurance for all rental events. Insurance must be comprehensive general liability and property damage insurance in the amount of \$1,000,000. For more information please see the Policies & Procedures Policy documentation. Insurance may be purchased through the City and will range in price according to the expected number of guest. Insurance is obtained through a third party vendor, not directly supplied by the City of Yorba Linda. Rates may change on an annual basis and the fee will be charged accordingly. Additional Fees may apply if alcohol will be served and/or sold.

The primary contract holder is designated as the responsible party and must be present for the duration of the event. Additionally, the primary contract holder agrees to adhere to all policies as stated in the Policies and Procedures, Alcohol Use, Cancellation. I certify that the above listed information is true and correct, and agree that any falsification or omission may be grounds for event cancellation.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### DEPARTMENT USE ONLY

*File Updated 2/2024*

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Contract #: \_\_\_\_\_  Residency Verified

Designated Library Approval: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

Additional Library Approval: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

Library Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

**Notes:**

