Placentia Library District

411 East Chapman Avenue, Placentia CA 92870
Community Meeting Room 714-528-1906 Extension 200 (max. capacity 68)
administration@placentialibrarydistrict.ca.gov
The vision of the Placentia Library is to inspire exploration, open minds, and bring people together.

EVENT RESERVATION FORM

Event: _____ Today's Date: _____
Contact person: _____
Phone number: _____
E-mail address: _____

Event Date: _____
Estimated attendance: _____ **(max. capacity 68)**
Rental Time:
Begin Set Up: _____ End Clean Up: _____
Event Start: _____ Event End: _____ Total Hours: _____

FEES:

Non-profit Resident (attach a copy of Non-Profit Status)	$35.00 per hour	_____
Non-Profit Non-Resident (attach a copy of Non-Profit Status)	$50.00 per hour	_____
Private/For Profit Resident	$75.00 per hour	_____
Private/For Profit Non-Resident	$100.00 per hour	_____
Room set-up: Yes_____ No_____	$35.00	_____
Room breakdown: Yes_____ No_____	$35.00	_____
Library after hours fee	$50.00 per hour/per staff	_____
Refundable deposit/Cleaning Fee (**separate check required**)	$100.00	**X**

Equipment:

Projector ---------- $15.00 _____

***No Charge*:** rental fee includes access to items below. General set-up is four tables set up in a square with 12 seats. If more tables and chairs needed, please indicate the amount below.

- 2 flags (American and State Flag)
- Kitchenette
- 1 Lectern
- Sound System
- Chairs **(68 available)**: _____
- Tables, 8ft long **(15 available)**: _____

Total Due: _____
Deposit Check: $100.00

Comments: _____
_____
_____
_____

By signing the application, I am deemed an official representative of the group, and liable for any damage to the library and facilities, or any financial responsibility.

_____ _____ _____
Signature Print Name Date