



APPLICATION FOR USE OF FACILITIES

Any request to make changes to a reservation must be made in person no later than thirty (30) days prior to the event.
Fees will not be refunded for Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Rodgers Center
if cancelled less than thirty (30) days, and Newland Barn less than ninety (90) days, of the event.
The \$5.00 alcohol filing fee will not be refunded at any time. Payment of all fees is required with the application.

Choose a Facility (ies): HCP – Cross Country
 Newland Barn Maximum 200 Lake Park Clubhouse Maximum 100 Lake Park BBQ Maximum 200 Harbour View Clubhouse Maximum 150 Rodgers Clubhouse Maximum 200

Alcohol N/A YES NO Time alcohol will arrive on premise _____ Time Guests will arrive _____

Will guests be charged to enter? N/A YES NO Will guests be charged for alcohol? N/A YES NO

Type of Event _____ Number in Attendance:* _____
*Number Includes Guests, Vendors & Staff

Date(s) Requested _____ Day(s) of Week _____

Hours Requested (Include *setup and cleanup* time) _____ am pm to _____ am pm

Is this rental ongoing? YES NO Frequency of Rental _____ Organization _____

Applicant Name _____ Co-Applicant Name _____

Address _____ City _____ Zip _____

Phone _____ Co-Applicant Phone _____ E-mail _____

FOOD TRUCK

- I **will not** have a food truck or taco truck at my event.
- I **will** have a food truck or taco truck at my event. **A Special Permit is required** if you are having a food/taco truck. The cost of a Special Permit is **\$75.00**.

BOUNCE HOUSE, JUMPER OR GAME TRUCK

- I **will not** have a bounce house, jumper or game truck at my event.
- I **will** have a bounce house, jumper or game at my event. **A permit is required** to place a bounce house, jumper, or game truck at any City park. The cost of a Bounce House/Jumper Permit is **\$25.00**. *See Policies for unpermitted devices.

We intend to comply with the Americans with Disabilities Act. If you require special accommodations, indicate on line below:

Pursuant to Huntington Beach Municipal Code 9.20.015, display of nudity is prohibited for any permitted event, whether closed or open to the public.

**CITY OF HUNTINGTON BEACH
 COMMUNITY SERVICES DEPARTMENT
 2000 Main Street, 5th Floor
 Huntington Beach, CA 92648-2702**



Office 714-536-5486

For EMERGENCIES, please contact:
Police Department 714-960-8811

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The undersigned hereby agrees to abide by the policies governing the use of this facility, as set forth on the attached page, and all others approved by City Council, and will specifically accept responsibility for any damage to the facility, furniture or equipment caused by the occupancy of said premises. I understand that the City of Huntington Beach is not responsible for lost or stolen property.

The failure to fulfill any obligation within this document or violate any provisions herein shall be considered a breach of facility use, and may result in immediate termination of the event and the forfeiture of all fees and deposits.

Signature of Applicant _____ Driver's License # _____ Date _____

APPROVAL:

COMMUNITY SERVICES
 Approved _____ Denied _____ Date _____
 By _____

CITY MANAGER
 Approved _____ Denied _____ Date _____
 By _____

POLICE DEPARTMENT
 Approved _____ Denied _____ Date _____
 By _____

ABC License # _____
 (if applicable)

(FOR DEPARTMENT USE ONLY)

CHARGES:

Number of Hours _____ @ _____	\$ _____	Other	\$ _____
Bounce House/Jumper Fee	\$ _____	Insurance Fee	\$ _____
Game Truck	\$ _____	Alcohol Filing Fee	\$ _____
Food Truck	\$ _____	Cleaning/Security Deposit	\$ _____

Cash Credit Card MC D Last 4 Digits _____ Exp ____/____ Check # _____ **TOTAL \$ _____**

Received By _____ Date _____ Receipt # _____