HUNTINGTON BEACH PUBLIC LIBRARY
www.hbpl.org

Room Rental Application

☐ Private/Business Rental   ☐ Non-Profit Organization
                                              (Must provide non-profit documentation)

Applicant Information

Applicants Name:_____   Telephone Number: _____

Company: _____   Non-Profit Number: _____

Address: _____

City/State/Zip: _____ Email: _____

Event Information

Date of Event: _____ Number of Attendees: _____

Arrival Time: _____ Check Out Time: _____
Time frame listed must include setup and clean up time.

Event Start Time: _____ Event End Time: _____

Event/Show Title: _____

Type of Event: _____

Room Requested (May request more than one room):

☐ B Room   ☐ Balboa Room   ☐ C Room   ☐ D Room   ☐ C/D Combined Room

☐ E Room   ☐ Maddy Room   ☐ Library Theater

Room set up

☐ Theater   ☐ Classroom   ☐ U- Shape   ☐ Square

☐ Banquet   ☐ Other

Will food be served?   Yes   No   Will alcohol be served?   Yes No

Is this event open to the public? Yes   No   Cost to attend? _____