

CITY OF HUNTINGTON BEACH
COMMUNITY & LIBRARY SERVICES
7111 Talbert Avenue – Rental Office
Huntington Beach, CA 92648-2702
714 960-8839



Office Hours: Monday 1:00p-5:30p
Tuesday-Thursday 9a-5:30p
Friday 9a-4:30p
For EMERGENCIES, please contact:
Police Department 714-960-8811

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.*

HUNTINGTON BEACH CENTRAL PARK:

Amphitheater

Bandstand

CLUBHOUSES & BBQ:

Newland Barn
Maximum 200

Lake Park Clubhouse
Maximum 100

Lake Park BBQ
Maximum 200

Harbour View Clubhouse
Maximum 150

Rodgers
Maximum 100

Applicant Name: _____ Co-Applicant Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Co-Applicant Phone: _____ E-mail: _____

Will Food be served? N/A YES NO Is the event open to the public? N/A YES NO

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: _____

Type of Rental: Private Business Non-Profit Organizations

BOUNCE HOUSE, JUMPER OR GAME TRUCK and/or FOOD TRUCK:

I ***will not*** have a food truck or taco truck and/or bounce house, jumper or game 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**.

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:

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REFUNDS:

- Credit card payment – will be applied to the card used for payment. Refunds are processed 7-10 days after event for processing.
- Check or cash payments – a check will be mailed to the address listed above. Please allow up to 4-6 weeks after the event for processing.

Name: _____

Address: _____ City: _____ Zip: _____

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:

ABC License # _____

COMMUNITY & LIBRARY SERVICES
 Approved _____ Denied _____ Date _____
 By _____

CITY MANAGER
 Approved _____ Denied _____ Date _____
 By _____

POLICE DEPARTMENT
 Approved _____ Denied _____ Date _____
 By _____

(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 #: _____