Facility Rental Application

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| Applicant Information | | | | | | | |
| Name: | | | | | | | |
| Name of Business: | | | | Non-Profit? | | Phone: | |
| address: | | | | | | | |
| City: | | | State: | | | ZIP Code: | |
| Event Information | | | | | | | |
| Event Name: | | | | | | | |
| Type of event | | | | | | | Date: |
| # Attending : | | Hours of event: | | | | Vendors: (circle one) Yes no | |
| Food? | Alcohol? (circle one) Yes no | | | | | Music? (circle one) Yes no | |
| Outdoor use : |  | | | |  | | |
| Non Profit Information (if applicable) | | | | | | | |
| Name of non-profit organization : | | | | | | | |
| Tax ID # | | | | | | | |
| **Proceeds will be used for:** | | | | | | | |
| Note: American with Disabilities Act accommodations must be requested at the time the permit application is submitted. The undersigned, acting as a representative of the organization entering into this agreement, certifies that the above information is correct, agrees to pay rental fees four weeks prior to the event, has read and agrees to obey by the rules and regulations, and assumes full responsibility for any damages sustained to the building(s), grounds, furniture, or equipment and for the acts and conduct of all persons admitted to the premises. The undersigned further agrees to hold Manila CSD, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss of damages to property occasioned by in or connection with the use of the facilities, equipment and premises caused by any source whatsoever. The undersigned agrees to provide liability insurance for the event in the amount of 1 million dollars and an endorsement naming Manila CSD as additionally insured. | | | | | | | |
| Signature of applicant: | | | | | | | Date: |
| Signature of co-applicant: | | | | | | | Date: |

Payment Total Make checks payable to: Manila CSD

All deposits will be returned within two weeks, if no clean-up fees or damages occur.

Rental fee must be paid four weeks prior to event; Deposit must be in form of cash or money order

DEPOSIT PAID: ­­­­­­­­­­­$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL RENTAL FEES PAID: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_