



City of Encinitas
Parks, Recreation, and Cultural Arts Department
Encinitas Community Center and Senior Center
Encinitas Library



Rental Application

Date Received: _____ Encinitas Community and Senior Center Encinitas Library Permit Number: _____
For office use only Please check the box for rental location For office use only

Name of Organization:					
	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Identification Number:			
<i>If Applicable, Federal Documentation Required</i>					
Mailing Address:					
	City:		State:		Zip Code:
Phone Numbers:	Business:		Cell:		Fax:

Name of Applicant:					
<i>Person Responsible – Private Individual or Representative of the Organization</i>					
Mailing Address:					
	City:		State:		Zip Code:
Phone Numbers:	Home:		Cell:		Business:
Email Address:					

Preferred Room:
 Encinitas Community and Senior Center: 116 117 118 120 120-A 120-B 136 140 140-A 140-B
 102 102-A 102-B 142 142-A 142-B OC 144
 Encinitas Library: LCR LCLL

Rental Date 1st Choice: _____ Rental Date 2nd Choice: _____

Multiple Rental Dates: _____

Rental Description: _____

Estimated Attendance: _____ If Admission, what is the cost? \$ _____

Event Set-up Time: From: _____ To: _____ Event Clean-up Time: From: _____ To: _____

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Encinitas Community & Senior Center and the Encinitas Library are closed on Holidays and there are no reservations during the Holiday Break (December 24-January 1).

Check YES or NO to Alcohol and Food Service: Alcohol Served: YES NO Alcohol Sold: YES NO

Security is required when alcohol is being served and/or sold and requires an ABC License

Food Served: YES NO Food Catered: YES NO

Name of Food Caterer, if any: _____

Certificate of Insurance must be submitted for all events requiring liability insurance.
 \$ 1,000,000 Liability Insurance is required for all Caterers. Refer to Rental Packet for more information.

How did you hear about us? _____

Comments: _____

Equipment Rental Fees

The following equipment and furniture are recommended with each rental

Encinitas Community Center and Senior Center					
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen <small>(Rm:120,136,142)</small>	\$21		60" Round Tables (26)	NC	
LCD Portable Projector	\$21		72" Oval Tables (4)	NC	
Banquet Hall 90" TV's (4)	\$21/ea		6' x 30" Rectangular Tables (19)	NC	
Banquet Hall Sound System	\$21		8' x 30" Rectangular Tables (15)	NC	
Portable Sound System	\$21		2' x 4' Rectangular Tables (4)	NC	
TV Monitor Display (Rm 118)	\$21		2' x 5' Rectangular Tables (2)	NC	
DVD Player	\$21		Banquet Hall Chairs (300) <small>indoor use</small>	NC	
Podium (4)	\$11/ea		Auditorium/Gymnasium Chairs	NC	
Easel (5)	\$11/ea		Concert Grand Piano (Rm 142 only)	\$150 (+Tuning Fee)	
Whiteboard (6)	\$11/ea		Stage Panels [8 (4'x8')]	\$27/per panel	
Flags (American & California)	\$11				
Microphone Stand	NC				
Wi-Fi	NC				
Portable Projector Screen	NC				
Stanchions	NC				
Encinitas Branch Library					
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen	\$ 21		Stage Lighting	NC	
Sound System	\$ 21		Microphone Stands	NC	
Music Stands	\$3/ea		5' x 28' Rectangular Tables	NC	
Podium	\$11		Auditorium Chairs	NC	
			Concert Grand Piano	\$150 (+Tuning Fee)	
			Belly Bar Tables (10)	\$11/ea	

Additional Fees				
For Office use only				
Encinitas Community Center and Senior Center Staff			Fee	
Before and After Normal Business Hours (Minimum 2 City Staff)			\$40/hour	
Encinitas Branch Library Staff			* Fee	
Facility Attendant			Cost Recovery Rate	
Encinitas Contracted Vendors			**Fee	# Of Guards
Security Guard (1-100 attendees)		1 Security Guard	\$28-\$44/hour	
Security Guards (101-300 attendees)		2 Security Guards	\$56-\$88/hour	

* Subject to change based on cost recovery and event schedules.

** Security Guard fees based on hours scheduled and subject to change for cost recovery and contractual agreement increases.

Submittal of this application does not constitute approval of use. Confirmation of your reservation will be emailed when the request is approved. **Applications for Banquet Hall, Gym, or Stage use must be submitted at least (40) calendar days in advance of the date requested. Applications for Meeting Rooms must be submitted at least (14) calendar days in advance of the date requested.** The permit fee balance must be completely paid twenty (20) calendar days (if using Banquet Hall, Gym, or Stage) and ten (10) calendar days (if using meeting rooms) prior to the event and the applicant is required to sign an approved Facility Use Permit at that time.

The person signing below declares that they have authorization to apply for this permit on behalf of the Applicant and/or Organization above. My signature below signifies that I have read and understand the City of Encinitas Community & Senior Center and the Encinitas Library Rental Policy.

Submit completed application to the City of Encinitas Community Center, 1140 Oakcrest Park Drive, Encinitas, CA 92024, or email to PRCA@EncinitasCA.gov A \$20 non-refundable deposit is due with the rental application. **Additionally, 50% of the rental fees must be paid at the time of permit review.**

Debit/credit card transaction fees are passed to the applicant. Payments may be made by check or cash to avoid credit card transaction fees.

Please contact the City of Encinitas Parks, Recreation, and Cultural Arts Department for additional information at 760-633-2740.

Event Title:

Applicant Name (Print):

Applicant Signature:

Date:
