



# Placentia Library District

411 East Chapman Avenue, Placentia CA 92870

Community Meeting Room 714-528-1906 Extension 200 (max. capacity 68)

[administration@placentialibrary.org](mailto:administration@placentialibrary.org)

*The vision of the Placentia Library is to inspire exploration open minds and bring people together*

## EVENT RESERVATION FORM

Event: \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Estimated attendance count \_\_\_\_\_ (max. capacity 68)

Event Date: \_\_\_\_\_ Event start time \_\_\_\_\_ Event finish time \_\_\_\_\_ Total hours \_\_\_\_\_

### **FEES:**

Non-profit Resident (attach a copy of Non-Profit Status)	\$35.00 per hour	_____
Non-Profit Non-Resident (attach a copy of Non-Profit Status)	\$50.00 per hour	_____
Private/For Profit Resident	\$75.00 per hour	_____
Private/For Profit Non-Resident	\$100.00 per hour	_____
Room set-up or breakdown	\$35.00	_____
Yes _____ No _____ (cost is per set-up or breakdown)		
Library after hours fee	\$40.00 per hour	_____
Refundable deposit/Cleaning Fee ( <b>separate check required</b> )	\$100.00	<u>  X  </u>

### **Equipment:**

Projector-----	\$15.00	_____
Santa Chair-----	\$25.00	_____

### **No Charge: Please indicate the number of chairs and tables below.**

2 flags (American and State Flag) \_\_\_\_\_

Kitchenette \_\_\_\_\_

**(68)Chairs:** \_\_\_\_\_ **(15, 8ft.) Tables:** \_\_\_\_\_

1 Lectern \_\_\_\_\_

Sound System \_\_\_\_\_

Total Due: \_\_\_\_\_

Deposit Check: \$100.00

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing the application, I am deemed an official representative of the group, and liable for any damage to the library and facilities, or any financial responsibility.

X \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_