

Please complete and return to:
 Yountville Community Hall
 Town of Yountville
 6550 Yount Street
 Yountville, CA 94599-1271

APPLICATION AND PERMIT FOR RENTAL YOUNTVILLE COMMUNITY HALL AND/OR PATIO

Today's Date: _____

APPLICATION INFORMATION

Applicant/Organization _____

Contact Person: _____

Contact Number: _____ (Home) _____ (Work) _____ (Other)

Address: _____

Nonprofit Organization: Yes No IRS Number _____

California Number _____

EVENT INFORMATION

Event date: _____ Day: _____ Number in Attendance: _____

Time: (including set-up and clean-up) From: _____ am/pm To: _____ am/pm Total hours _____

Actual Event time: From: _____ am/pm To: _____ am/pm Total hours _____

Nature of Event: _____

(meeting, wedding party, etc)

1. Open to the public? Yes _____ No _____ Number Security Guards required: _____
2. Is this a fund raiser? Yes _____ No _____ Number Building Attendants required: _____
3. Admission charged? Yes _____ No _____ Cost of any special clean-up: \$ _____

4. Caterer _____
5. Decorations used? Yes _____ No _____ Describe: _____

TOWN APPROVAL:

(s)
 Kevin R. Plett, Town Administrator

6. Will alcohol be served: Yes _____ No _____
7. Will alcohol be sold: Yes _____ No _____
 (An ABC Permit Number and Town approval are required if alcohol is sold)

8. Alcoholic Beverage Control Permit Number _____

9. Amplified music? Yes _____ No _____
 (If yes, Permit from the Town is required)

10. Facilities Requested:	Capacity:
Main Assembly Hall _____ (Assembly)	344
	(Dining) 250
Kitchen/Room 1 _____	25
Kitchen _____	n/a
Room 1 _____	25
Room 2 _____	35
Patio _____	100

If patio/Main Hall is rented together total capacity is _____ 250

- Equipment Requested:
- Coffee Pot _____
- Piano _____
- Stage _____
- Microphone(s) _____
- Tables: Type ** _____ 6' Banquet
- _____ 8' Banquet
- _____ Rounds
- Chairs ** _____

Other/Special Equipment: _____

The undersigned, as applicant, or behalf of applicant, hereby accepts full responsibility for the use and care of Town property and for the department and conduct of those attending the function for which this facility is requested. Applicant agrees to indemnify and hold harmless the Town of Yountville, its officers, agents, appointed boards and commissions, and employees against any and all loss, damage, and/or liability incurred by those using the facility as herein requested and against any and all claims, demands, and cause of action which may be brought against the Town of Yountville, its officers, agents, or appointed boards and commissions caused by or arriving out of, or in any way connected with the use by the undersigned of the Town of Yountville Community Hall facility or the exercise of privileges herein granted (except that arising out of the sole negligence of the Town).

If permission is granted, applicant or applicant's representative, agrees to be present during the entire use of the facility by the applicant.

I have read and agree to this Contract and will conform with the rules attached to this application. I also hold that the information on this agreement is substantially true and correct and that failure to accurately describe the activity will be cause for forfeiture of the right to use the facility and forfeiture of all fees paid.

(s)

 Applicant Signature

 (date)

* Please note: Kitchen supplies and barbecue utensils are not provided.
 ** Number limited to inventory available.

FOR TOWN USE ONLY

Fees & Charges	Amount	Date Paid
Main Hall	\$ _____	_____
Kitchen	_____	_____
Kitchen/Room 1	_____	_____
Room 1	_____	_____
Room 2	_____	_____
Patio	_____	_____
Tables/Chairs	_____	_____
Stage/Piano	_____	_____
Sub-Total	\$ _____	_____

Security Officers	_____	_____
Cleaning Service	_____	_____
Security Deposit	_____	_____
Building Attendants	_____	_____
Insurance (purchased through Town)	_____	_____

Note: Must show proof of Insurance at least thirty (30) Days before the event.

Total \$ _____

All fees due 90 days in advance or upon reservation, which ever is closer to date of event.

Notes: _____

