



Event Center Rental Application

Event Date/Time Requested: _____

Organization: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____ Cell: _____

Contact Email: _____

Fax: _____

Non-Profit? YES NO 501(c)(3) #: _____

Tax ID/SSN: _____

Event/Activity Description: _____

Facility Rental Request:

Main Facility/\$100 hr.

Kitchen/\$100 flat fee

Patio/\$75.00 flat fee

BBQ/\$50.00 flat fee

Other

Number of persons _____

Event Start Time _____ Setup _____

Event End Time _____ Cleanup _____

List items needed for event: TABLES CHAIRS PODIUM/PA CHAFING DISHES LINENS

Specify: _____

Will Alcohol be served? YES NO

Will Alcohol be sold? YES NO

If alcohol will be sold: Liquor License, Permits, and Insurance must be presented to staff 24 hours prior to event or ALCOHOL IS PROHIBITED.

Will Food be Served? YES NO Are you using a caterer? YES NO

If yes, name of Caterer: _____



Will you be having a band/DJ? YES NO

If yes, Name of Band or DJ: _____

Admission Fee? YES NO

ACKNOWLEDGEMENT OF GENERAL RULES AND REGULATIONS AND FEE SCHEDULE

The Applicant certifies that he/she has read and agrees to abide by the eContactLive, Inc. Event Center Rental Agreement.

Print Name/Title: _____

Signature: _____

Date: _____

eContactLive, Inc. Event Center

6436 Oakdale Road, Riverbank, CA 95367 (800) 551-0567
Event Center Coordinator:
Hayley Hutchings (209) 556-4719 Fax: (209) 548-4316
Email: Hayley@eContactLive.com

Staff Use Only:

Date Received _____ Staff Initials _____

Deposit amount _____ Rental Fee _____

Payment method: CHECK CREDIT CARD

Payment details _____

Name on Card _____

Card Number _____

Expires (MM-DD-YYYY) _____

CCV _____

Items submitted:

____ Rental Agreement

____ Liability Insurance Certificate

____ Alcohol Permits

Notes: