



## City of Salinas

CITY CLERK • 200 Lincoln Ave • Salinas, California 93901

(831) 758-7383 • (831) 758-7368 (Fax) • www.ci.salinas.ca.us



### COUNCIL CHAMBER RENTAL AGREEMENT

#### PLEASE PRINT

Date (s) of event: \_\_\_\_\_

#### Time (including setup & cleanup)

From \_\_\_\_\_ am/pm

To \_\_\_\_\_ am/pm

Total Hours \_\_\_\_\_

#### Actual Event Time

From \_\_\_\_\_ am/pm

From \_\_\_\_\_ am/pm

Total Hours \_\_\_\_\_

#### Estimated Attendance

Under 21 years \_\_\_\_\_

Adults \_\_\_\_\_

Total Attendance \_\_\_\_\_

Describe the Event): \_\_\_\_\_

Seating and Table Requirements (Please attach diagram): \_\_\_\_\_

Special Equipment Needed (*Describe*) \_\_\_\_\_

#### APPLICANT

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Who will conduct the meeting? \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Please read the City policy on use of council Chamber on reverse side before signing acknowledgement.**

The responsible person acknowledges that the Council Chamber is a place of business and assumes responsibility for ensuring appropriate behavior, including parking, decorum, use of lobby, etc.

The responsible person will communicate the City policies in all forms of invitation, and in the opening address to the audience.

Signature of Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature Approving Reservation: \_\_\_\_\_

Date: \_\_\_\_\_



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### General Requirements

The maximum room occupancy is approximately 110. There are approximately 100 portable chairs, a dais that seats nine persons and two desks. The Chamber is fully equipped to accommodate most audio/visual technology upon request.

Use of audio/visual equipment shall be considered upon advance request to the City Clerk's Office, 72 hours prior to use of the Chamber. Specifics regarding the system requirements will be provided at that time.

It shall be understood that City Council meetings take precedence over any and all reservations and notice will be given at the earliest possible time should the need arise for use by the City Council (i.e., special or emergency meeting)

The applicant shall not move furniture and equipment and is responsible for general cleanup of the Chamber.

Food and alcoholic drinks are prohibited.

The applicant is responsible for any and all damage that may be caused during the use of the Council Chamber.

The City will be held free and harmless from any and all liability claims that may occur during the use of the Council Chamber as a result of the activities of the applicant.

The City is not responsible for any lost or stolen items.

The authorized fee adopted by the City Council is \$221 (4-8 hours); \$111 (Less than 4 hours). During non-business hours, use that requires an employee be present after 5:00 p.m. and to open and close the facility, shall require an hourly fee of \$20.00.

All cancellations must be received in writing within 72 hours of your room rental.

You will receive an invoice from the City Clerk's Office prior to the meeting date. You will be required to return the invoice along with your check made payable to: City of Salinas

Any questions while using the Chamber should be directed to the City Clerk's Office by dialing (831) 758-7381.

This application form must be completed, signed and returned to the City Clerk's Office prior to use of the Council Chamber.