



Placentia Library District
411 East Chapman Avenue, Placentia CA 92870
 Community Meeting Room 714-528-1906 Extension 205 (**max. capacity 68**)
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 (separate check required)	\$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 _____