



Date of Application \_\_\_\_\_  \$50 application fee received

Request for use of (check all that apply)  LOFT  GEMPERLE  LOBBY  FERRARI  STUDIO  PLAZA

Group or Organization \_\_\_\_\_ Non-Profit Tax # \_\_\_\_\_

Person Responsible \_\_\_\_\_

Address \_\_\_\_\_ City / Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Home/ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Guest Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Rental Time: From \_\_\_\_\_ To \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Invitation only event?  Yes  No Will admission be charged?  Yes  No

Will alcohol be served:  Yes  No

Will alcoholic be sold:  Yes  No (*sale of alcohol requires permit from Alcohol Beverage Control Board*)

Event requirements (\*some may have an additional fee):  DJ  Live Band  Dancing

PA System with microphone  Projector & Screen (Loft or Gemperle Only)

**Office Use Only**

Damage Deposit \$ \_\_\_\_\_ (Refundable on approval of designated staff within 30 days following facility use.)

Rental Fee: \$ \_\_\_\_\_ Technical Staff Fee \$ \_\_\_\_\_ Security Fee \$ \_\_\_\_\_

Estimated Additional Hours \$ \_\_\_\_\_ TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**50% due within 30 days of application approval. Remainder due to the CACF on or before:** \_\_\_\_\_

I, the undersigned applicant, do hereby agree that I (or my organization) will pay in advance the costs indicated above as an expressed condition to use the facility. I also understand that in accordance with the law, no alcohol will be taken off the premises nor served to a minor. I understand that smoking is prohibited in the entire facility. It is understood that any false or misleading information given herein, (as well as failure to adhere to any rules and regulations governing facility use) is cause for immediate cancellation of this permit and/or forfeiture of any fees paid.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

CACF Approval \_\_\_\_\_ Date \_\_\_\_\_