

ROOMS AVAILABLE FOR RESERVATION



COMMUNITY CENTER

- 2 ROOMS FOR RENT (\$45/HR)
- ON-SITE KITCHEN FOR USE (+\$10/HR)
- ON-SITE RESTROOMS
- 22 5' CIRCLE TABLES
- 3 6' RECTANGLE TABLES
- 6 8' RECTANGLE TABLES
- 90 CHAIRS
- FREE STANDING DÉCOR ONLY
- NO STAFF FOR SET-UP/CLEAN-UP
- NO ALCOHOL
- \$100 CLEANING DEPOSIT
- FIRST-PAID. FIRST-RESERVED



REDWOOD ROOM



SEATS 70 PEOPLE. CONTAINS THE CITY COUNCIL DESK.
COMPUTER & PROJECTOR WHICH CANNOT BE REMOVED.

SEQUOIA ROOM



SEATS 30 PEOPLE.

COMMUNITY CENTER ROOM RENTAL REQUEST FORM

OFFICE USE ONLY: Date Paid: _____ \$ _____ Check # _____ Cash Card | Approved: _____ | Key/Permit: _____

FAQ

HOW TO COMPLETE THE FORM: This form is intended for routine events of under 80 people in the room(s) at the Woodlake Community Center. Please complete this form with as much detail as you can, to give us a good idea of what the vision is for your event so that we can give you proper direction & guidance. This form can be emailed to JReynolds@ci.woodlake.ca.us

WHAT'S THE COST: \$45 per room, per hour, with a 4 hour minimum (this time includes set-up & clean-up). \$10 additional/hr. for use of the kitchen. There is a \$100 cleaning deposit taken up-front, and the rest is due at least 7 days before the event.

WHAT IS PROVIDED: Comfortable space for your event, and table/chairs for use on a first-come-first-serve basis.

WHAT IS NEEDED TO RESERVE: Once this form is completed & turned in with the \$100 cleaning deposit, you'll be added to our calendar & that date/location will be blocked off for you.

WHEN WILL I BE CONTACTED NEXT: Once your event is approved, you'll receive an invoice for the balance due via email. You'll also receive email communication a week prior to your event to check in if you have any additional questions.

REQUESTOR'S NAME: _____ PHONE #: _____

ORGANIZATION/EVENT NAME: _____

PHYSICAL ADDRESS: _____ EMAIL ADDRESS: _____

DATE OF EVENT: _____ TIME OF EVENT: _____ # OF ATTENDEES: _____
(including set-up & clean-up)

COMMUNITY CENTER AMMENITIES:

- Redwood Room (large room with space for ~80 people)
- Sequoia Room (smaller room for ~30 people)
- Additionally, requesting use of Kitchen

TYPE OF EVENT:

- Party / Shower
- Class / Program
- Meeting / Service

EVENT DESCRIPTION: _____

PLANNED ELEMENTS: Decorations Music/DJ Games/Activities Cooking Food / Catering On-Site
 Presentation Other: _____

EVENT ATTENDEES: Invite Only Public Event Admission Fee

ELECTRICITY USE: If you need access to the computer/projector, or an electrical plugin, please let us know.

- We will be using the computer/projector. Reason for use: _____
- We will be using an electrical outlet. Reason for use: _____

KITCHEN USE: If you need access to the kitchen, please let us know.

- We will be using the kitchen to cook/prep food for the event.
- We will need access to the kitchen for our caterers who will be: Using it for staging/prep Cooking food

Catering Company Name: _____

Phone #: _____





350 N. VALENCIA BLVD.
WOODLAKE, CA 93286
PHONE: 559.564.8055
FAX: 559.564.8776
EMAIL: JREYNOLDS@CI.WOODLAKE.CA.US
WWW.CITYOFWOODLAKE.COM

PHOTOGRAPHY / VIDEO RELEASE

I understand that the City of Woodlake Parks and Recreation may take pictures and/or video for use in a City publication, educational purposes or social media posts. My initials indicate approval for the use of such photography/video in which I or my child may appear. I understand that I will not receive compensation for the use of the pictures/video.

(initials)

REFUND POLICY

I understand that the City of Woodlake Parks and Recreation, as a rule, does not offer refunds. Upon cancellation of an event, your balance can be put towards a future event. My initials indicate acknowledgement of the refund policy.

(initials)

RENTER AGREEMENT

I, the renter, agree to the following conditions:

- ALL cleanup will be done **after** the event is over, **not** the next day. Cleanup is not limited to, but must include trash removal of all facility areas used, hallways, restrooms, all decorations taken down, trash removed from courtyard and parking lot and placed into the on-site dumpsters.
- There is **NO ALCOHOL** permitted at any of our facilities.
- All decorations must be free standing or attached with a paint-friendly adhesive. No duct tape, packaging tape, or pins can be used on the walls. All decorations & adhesives must be taken down after the event.
- Music must be kept at a reasonable level for surrounding neighbors and must be turned off by 10pm.
- I confirm that the information listed in my application is true and correct, to the best of my knowledge.

Signature

Date

Print Name

Cell Number