

Staff Name: _____

Deposit: \$ _____
Room Fees: \$ _____
Set-Up: \$ _____
Extra Hours: \$ _____
Security: \$ _____

Contract #:

City of Garden Grove
Community Meeting Center
"Outside"
Informal Reservation

Today's Date: _____

Expired Date: _____

Description of Event: _____

Event Type: ☐ Banquet/Party/Anniversary ☐ Business Mtg ☐ Church
☐ Seminar/Workshop ☐ Fundraiser

Contact #1:

Contact #2:

First & Last Name: _____ (_____)

First & Last Name: _____ (_____)

Address: _____

Address: _____

City & State: _____

City & State: _____

Zip Code _____

Zip Code _____

Home #: _____

Home #: _____

Work # _____

Work # _____

Cell #: _____

Cell #: _____

Estimated Attendance: _____

Classification (Rate): _____

☐ Resident ☐ Non-Resident

Date
Requesting:

SUN	MON	TUES	WED	THURS	FRI	SAT

Set-Up Time: _____

Event Time: _____

Clean up : _____

Room Requesting

- ☐ A Room
- ☐ B Room
- ☐ AB Room
- ☐ Founders
- ☐ Heritage Room
- ☐ Constitution
- ☐ CYC - Meeting Center
- ☐ CYC - Patio
- ☐ CYC - Activities Center
- ☐ Senior Center Dining Room
- ☐ Activities Room - 1
- ☐ Activities Room - 2
- ☐ Activities Room - 3
- ☐ Activities Room - 1-2-3

Set-up Diagram:

- ☐ Standard
- ☐ Theatre
- ☐ U Shape
- ☐ Classroom
- ☐ Sqaure
- ☐ Other

	Yes	No
Caterer	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT RENTED: