City of Modesto Parks, Recreation and Neighborhoods Department
1010 Tenth Street • Suite 4400 • Modesto, CA 95354
P.O. Box 642 • Modesto, CA 95353
Phone: (209) 577-5344 • Fax: (209) 342-4705 • e-mail: recreation@modestogov.com

FACILITY RENTAL / SPECIAL EVENT APPLICATION FORM

Event date(s) **Day of week:**			**Event hours:** Start: End:		**Reservation hours:** Start: End:	
FACILITY REQUESTED:			**Event title:**			
Contact person:			**Organization:**			
Phone: ( ) **Alt. phone:** ( )			**Fax #:** ( ) **E-mail:** @			
Address:				**State/Zip**	**ESTIMATED ATTENDANCE:**	
Classification of event	**Group:** ☐ Genl. public ☐ Private	**Profit status:** ☐ Non-Profit ☐ 501(C)(3)	**Fundraiser:** ☐ Yes ☐ No	**Tickets:** ☐ Advance sales ☐ On-site sales ☐ No tickets	**Other charges:** ☐ Parking ☐ Entry	**Ages:** ☐ Adults ☐ Youth ☐ Seniors
Type of event	**Picnic:** ☐ Family ☐ Community ☐ Church ☐ Reunion ☐ Other: (specify)	**Concert:** ☐ Recital ☐ Jazz/Blues ☐ Rock/Pop ☐ Rap/Hip Hop ☐ Classical ☐ Gospel/Church ☐ Other (specify)	**Party:** ☐ Wedding ☐ Reception ☐ Quinceañera ☐ Birthday ☐ Graduation ☐ Dinner/Dance ☐ Anniversary ☐ Baptism ☐ Other (specify **Dancing?** ☐	**Business event:** ☐ Picnic ☐ Trade Show ☐ Exposition ☐ Convention ☐ Meeting ☐ Seminar ☐ Client Appreciation ☐ Other (specify)	**Sports event:** ☐ Practice ☐ Tournament ☐ Game ☐ Demonstration/Camp **Miscellaneous event:** ☐ Carnival ☐ Rally ☐ Car Show ☐ Parade ☐ Other (specify)	
Food & Beverage	**Food:** ☐ Food sold ☐ Food served ☐ No food	**Alcohol:** ☐ Alcohol sold ☐ Alcohol served **(permit required)** ☐ No alcohol	**Catering:** ☐ Pro-catered ☐ Non-catered	**BBQs/Trailer:** ☐ Rent from city ☐ Provide own ☐ Use park units	**Food preparation:** ☐ Cooked on site ☐ Food prepared off site ☐ Food pre-packed	
Entertainment & Equipment	**Amplified music or voice:** ☐ Speaking ☐ Singing ☐ Recorded music ☐ DJ ☐ Live instruments ☐ Radio/CD ☐ NON-amplified music only		**Tent:** ☐ Yes ☐ No **Size**_____**x**_____			
Activities & Games	**Games:** ☐ Bouncing bin ☐ Inflatables ☐ Booths ☐ Raffle	**Special needs:** Electrical access: ☐ Yes ☐ No Extra lighting: ☐ Yes ☐ No Portable restrooms : ☐ Yes ☐ No Street closure: ☐ Yes ☐ No Security: ☐ Police ☐ Private		**Vendors:** ☐ Food ☐ Other		
Notes:						

I understand all fees and deposits are due ninety (90) days prior to an event. If the event date is more than ninety (90) days from the time of reservation, one-half (1/2) of the rental fee will hold the reservation, with full payment due ninety (90) days before the event. I understand all permits and required documentation are due twenty (20) days prior to the event date. I understand that my event may be cancelled if I do not comply with the requirements concerning fees, permits and documents by the established deadlines. I further understand that as signature event sponsor representative, I will handle all financial details, will be present at the event and will attend all meetings at the request of City of Modesto staff. I declare the above stated information is true and correct to the best of my knowledge, and understand my reservation is subject to cancellation if actual information differs significantly from above stated information.

_____ _____ Staff: _____
Signature of event sponsor representative Date of request
☐ M/C ☐ Visa

_____ - _____ - _____ - _____ EXP:_____ $_____ Signature_____

Updated 8/18/03