



RENTAL INQUIRY FORM

RENTERS NAME _____	ORGANIZATION _____
ADDRESS _____	CITY _____ ZIP _____
PRIMARY PHONE _____	SECONDARY PHONE _____
E-MAIL ADDRESS _____	WEBSITE _____
Social Media- Instagram _____	Facebook _____

TYPE OF RENTAL One-Time Event On-Going Event (6 months minimum) Other	WILL THERE BE FOOD OR DRINK? Light Snack and refreshments Event will be Catered No Food or Drink
WHICH ROOM(S) ARE YOU INTERESTED IN RENTING? Auditorium (100-200) Music & Dance Studio (8-15) Classroom 1 (10-15) Conference Room (8-10) Courtyard (20-75)	WILL THERE BE ALCOHOL SERVED or SOLD by a LICENSED CATERING COMPANY or RESTAURANT? Served (Add to COI) Sold (ABC permit required)
	TYPE OF GUESTS: Adults Minors
	HOW MANY GUESTS ARE YOU EXPECTING? There will be a \$20/hour on-site event supervisor fee added to all events held on weekends and after 5pm.

What are you planning to use our facility for? (Please be specific):

_ Dates and times requested: **please include at least 30 minutes on each end for both set up and tear down**

Event start time: _____

Equipment Requested

6 ft. tables #_____	8 ft. tables #_____	Card tables #_____	Folding Chairs #_____
Sound System*	Microphones*	Podium	Red 10' x 10' Tent Canopies #_____ Available for \$25 each

*Auditorium only

How did you hear about us? _____

Community Center of La Cañada Flintridge

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A 501(c)3 non-profit organization providing a place for all to learn, grow and thrive