



FACILITY RENTAL APPLICATION FORM

Applicant or Group Name			
Group Contact Name		Email:	
Street address:		City	Zip
Home Phone	Work Phone	Cell Phone	

EVENT INFORMATION

Reservation Date		Type of Function			
Set Up Time	To	Event Time	To	Clean Up Time	To
Total # Guests Expected		# Adults	# Teens	# Children Under 12	

FACILITY REQUESTS

Please check all the facility area(s) that you would like to rent:

FIRST & SECOND FLOORS

First & Second Floors with Exhibits (Please check one)

Downey Non-Profit/ Youth Group	\$150.00
Downey Individual	\$250.00
Non-Downey Non-Profit/ Youth Group	\$250.00
Non-Downey Individual	\$300.00
Commercial	\$350.00

First Floor ONLY without Exhibits (Please check one)

Downey Non-Profit/ Youth Group	\$125.00
Downey Individual	\$175.00
Non-Downey Non-Profit/ Youth Group	\$175.00
Non-Downey Individual	\$250.00
Commercial	\$275.00

THEATER ROOM

Operational Hours (Please check one)

Downey Non-Profit/ Youth Group	\$25.00
Downey Individual	\$35.00
Non-Downey Non-Profit/ Youth Group	\$35.00
Non-Downey Individual	\$55.00
Commercial	\$65.00

Non-Operational Hours (Please check one)

Downey Non-Profit/ Youth Group	\$100.00
Downey Individual	\$150.00
Non-Downey Non-Profit/ Youth Group	\$150.00
Non-Downey Individual	\$175.00
Commercial	\$200.00

COMMUNITY ROOM

Operational Hours (Please check one)

Downey Non-Profit/ Youth Group	\$20.00
Downey Individual	\$25.00
Non-Downey Non-Profit/ Youth Group	\$25.00
Non-Downey Individual	\$35.00
Commercial	\$45.00

Non-Operational Hours (Please check one)

Downey Non-Profit/ Youth Group	\$75.00
Downey Individual	\$125.00
Non-Downey Non-Profit/ Youth Group	\$125.00
Non-Downey Individual	\$150.00
Commercial	\$175.00

AMPHITHEATER / BACKYARD

Operational Hours (Please check one)

Downey Non-Profit/ Youth Group	\$35.00
Downey Individual	\$60.00
Non-Downey Non-Profit/ Youth Group	\$60.00
Non-Downey Individual	\$75.00
Commercial	\$95.00

Non-Operational Hours (Please check one)

Downey Non-Profit/ Youth Group	\$70.00
Downey Individual	\$85.00
Non-Downey Non-Profit/ Youth Group	\$85.00
Non-Downey Individual	\$105.00
Commercial	\$125.00

All fees listed are per hour of room reservation.

* Deposits apply to ALL users and are applied per reservation. Deposit is required at the time of booking and is 50% of the full rental charge.

** All facility rentals require a 3 hour minimum reservation.

FACILITY CAPACITY

Room	Banquet Capacity ^	Audience Capacity ^	Room Capacity ^
First Floor	100	150	476
Theater Room	45	60	60
Community Room	20	35	35
Amphitheater/ Back Yard	100	150	150

^ Room capacities are subject to change depending on room set-up.

This application is TENTATIVE until a supervisor approves it AND a written confirmation is sent to you. Please allow 10 – 14 business days to process reservation request. An appointment must be made in ADVANCE to tour the facility. NO EXCEPTIONS!



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During the event, facility staff will need to have continued contact with one individual over 18 years of age who must be present in the Columbia Memorial Space Center during the entire reservation time.

On Site Contact Person	Relationship:	Cell Phone#
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ACTIVITIES

Please tell us more about what will be happening during your event. Please note that certain activities will require additional deposits and/or insurance. Please check all that applies.

- | | | | |
|---|---|----------------------------------|---|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Training | <input type="checkbox"/> Singing | <input type="checkbox"/> Background music (includes radio, tapes, CD's) |
| <input type="checkbox"/> Live Band/ Music | <input type="checkbox"/> Karaoke System | <input type="checkbox"/> DJ | <input type="checkbox"/> Other |

EQUIPMENT

What will be used during your event? Availability of City equipment may be limited due to the number of reservations on the same date and by priority of date initial reservation was received.

AVAILABLE FROM CITY Please check all items you would like to request.

- | | |
|---|--|
| <input type="checkbox"/> Media Wall (First Floor Only) | <input type="checkbox"/> PA System with Microphone(s) (First Floor Only) |
| <input type="checkbox"/> Overhead Screen (Theater/ Community Room Only) | <input type="checkbox"/> Easels (limit 2) |
| <input type="checkbox"/> Podium with CMSC Logo (limit 1) | |

FOOD

Will you be serving food? Yes No If yes, will your event be catered? Yes No

Name of Catering/ Decorating Company:	
Contact Person	Phone

DEPOSIT

The Columbia Memorial Space Center must receive the deposit amount before confirming any reservation.

Deposit Payment Method: (check one)

- Cash Credit Card Check (Make checks payable to **COLUMBIA MEMORIAL SPACE CENTER**)



Cardholder Name		
Card #		
Expiration Date: Month	Year	Security Code
Signature		

City of Downey, Columbia Memorial Space Center reserves the right to change or cancel any reservation at any time resulting from a City event, program, or maintenance.

Please Mail, Fax, or Email both sides of the completed scanned form (plus deposit) to:

Columbia Memorial Space Center/ Reservations
 12400 Columbia Way
 Downey, CA 90242
 (562) 231-1200 (office) (562) 231-1206 (fax)
 Reservations@DowneySpaceCenter.org

OFFICE USE ONLY

Date Received _____ By _____ Signed RR _____ By _____ Deposit Received _____ By _____
 Date in Calendar _____ By _____ Date Emailed _____ By _____ Layout Confirmed _____ By _____