City of Santa Fe Springs
Parks & Recreation Services Division

BUSINESS APPLICATION FOR USE OF THE CLARKE ESTATE

1. Business Name _____

Application filled out by _____

Person conducting meeting (if different from applicant) _____

Business Address _____City _____Zip _____

Phone Number _____ Ex: _____(Fax) _____

E-mail Address_____

Type of Meeting _____

Estimated attendance _____ Open to the public? Yes _____ No _____

Reservation Date(s) _____ Time _____

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2. **AUDIO/VISUAL REQUESTS**

Flip Chart_____ TV/DVD_____ Overhead_____
Podium_____ Screen_____

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3. **FOOD SERVICE**

Will you have food brought in? Yes _____ No _____

Name of Caterer _____

****

4. **MEETING ROMS**

Living Room – Capacity 16_____ Dining Room – 16-30 people_____
Siemon Room – Capacity 12_____ Clarke Room – Capacity 8_____
Rankin Room – Capacity 10_____ Courtyard – Capacity 80_____

The rooms are available for you to set-up/prepare a half an hour before the start of your meeting.

Submitting this application DOES NOT confirm your reservation.
A letter of confirmation or denial will be sent within 7-10 business days.

I understand these rooms may be reserved on a continuing basis for a three month period. At the end of that time, if the organization wishes to use the facility, a new permit will be required. My organization is responsible for removing and disposing of all trash and debris from tables, for removing all equipment from the premises that we brought in, and for leaving this facility in order.

I AM RESERVING THIS FACILITY FOR USE BY MYSELF OR IMMEDIATE FAMILY MEMBER (MOTHER OR FATHER, MY CHILDREN, GRANDPARENTS, SISTERS AND BROTHERS). ANY FALSIFICATION ON THIS APPLICATION COULD NULLIFY THE APPLICATION AND RESULT IN LOSS OF DEPOSIT.

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Santa Fe Springs, and any other officers, agents, or employees from any liability or claim of action for damages resulting from or in any way arising out of the use of the facility as set forth by the City of Santa Fe Springs. Said organization will accept all responsibility for any damages to the premises, furniture, equipment, or grounds, resulting from use of facility.

Signed_____ Date_____
(Person making reservation)

**********FOR OFFICE USE ONLY**********

Received by:_____ Date:_____ Time:_____ "ID" ok:____

FEES: (Prices subject to change)

Deposit Amount	$_____	Staff Fees	$_____
Facility Fees	$_____	Other	$_____
Security Fees	$_____	Total Fees	$_____
Setup Fees	$_____	Balance	$_____

Coordinator:_____ Date:_____

Authorize:_____ Deny:_____

Comments:_____

_____

Supervisor:_____ Date:_____

Authorize:_____ Deny:_____

Comments:_____

_____

Division Head:_____ Date:_____

Authorize:_____ Deny:_____

Comments:_____

_____

CLARKE ESTATE BUSINESS POLICIES

1. **APPLICATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN OFFICIAL CONFIRMATION BY CITY LETTER.** Applications for the Clarke Estate are accepted up to 6 months prior to the date of the reservation. Once the application has been approved, it will not be changed unless requested by the Applicant.

2. Applicant must be 21 years of age or older, proof that the business is located in Santa Fe Springs is required at the time the application is submitted (business card, business letterhead, etc.). All applications are submitted to Town Center Hall, 11740 E. Telegraph Road. Or can be faxed to (562) 863-4231.

3. Deposits are due by the due date indicated on the confirmation letter. **(DEPOSITS WILL BE KEPT BY THE CITY IF ANY PART OF THE CONTRACT HAS NOT BEEN MET BY THE APPLICANT, THEIR GUESTS OR CONTRACTED EMPLOYEES).** If all the requirements of the contract have been met, the deposit will be refunded in the company name and sent to the attention of the person making the reservation.

4. **CANCELLATION POLICY:** The deposit may be kept for any cancellations that are canceled less than 5 Business days.

5. All other fees are due 30 days prior to the event. If the facility is rented less than 30 days prior to the event, fees are due five days after the confirmation. If fees are not paid as required, your date will be canceled. A confirmation or denial letter will be mailed 7-10 days after receiving your application.

6. Refunds will be given only if the event is canceled 90 days prior to the event or five working days prior if the reservation is made less than 30 days prior to the event..

7. **ALL PRICES ARE SUBJECT TO CHANGE.**

8. **Applicants can arrive to prepare for a meeting 30 minutes prior to function. Additional preparation time may be purchased.**

9. Applicants are responsible for clean-up which includes, but not limited to: counters, sink, table tops, all trash, and spills.

10. If refreshments are served, the applicant is responsible for clean up of the kitchen, to include counters, sinks, microwave, and stove if used. Applicants are also responsible for disposing any left over food. Applicants are responsible for furnishing serving platters, serving utensils, eating utensils, napkins, plates, and tablecloths.

11. No posters, banners or fliers may be fastened to any part of the building or shrubbery without prior permission. No staple, pins or nails may be used on any part of the building or equipment including tables. **The use of glitter, confetti, rice and/or birdseed is prohibited.**

12. Groups are responsible for taking with them any materials they brought with them. No overnight storage of equipment is available.

13. Audio/video equipment is available upon request in advance. If making a request the day of the event, equipment may not be available.

14. The city and its employees are not responsible for loss, stolen, or items left behind.

I have read and agree to adhere to the above listed policies

Signed_____ **Date**_____

Clarke Estate
Business Meeting Fees

UPSTAIRS

Meeting Rooms:	Siemon Room	12 persons
	Rankin Room	10 persons
	Clarke Room	8 persons

Business Resident Fees:	Nonresident Business Fees:
$50 deposit	$50* deposit
$66/hr. first 4 hrs.	$92/hr*. first 4 hrs.
$50/hr. additional hours	$60/hr.* additional hrs.

DOWNSTAIRS

Meeting Rooms	Living Room/Dining Room	16 persons

Business Resident Fees:	Nonresident Business Fees:
$50 deposit	$50* deposit
$76/hr. first 4 hrs.	$116/hr.* first 4 hrs.
$60/hr. additional hrs.	$85/hr.* additional hrs.

An additional fee of $30* per hour for each setup staff may be charged if determined necessary by the Parks & Recreation Services Division.

ENTIRE BUILDING

Business Use Only

Business Resident Fees:	Nonresident Business Fees:
$100* deposit	$100* deposit
107/hr.*	$170/hr.*

(Prices subject to change.)

There will be a 2.25% non-refundable service charge for use of dept/credit cards.