



SEASIDE CALIFORNIA

Facility Use Rental Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION

ROOM: _____

Organization: _____

Name of Applicant: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Day of Event Contact Name and Phone: _____

Resident Non-Resident

EVENT INFORMATION (Note: **BALLOONS ARE NOT ALLOWED**)

Event Title: _____

**Please attach invitation or flyer if available.*

Event Date: _____ Approximate Number of Guests: _____

Reservation Time (including set-up): _____ - _____ Event Time: _____ - _____

**Laguna Grande Hall & Soper: Security guard(s) must be present for entire event time. See page 4.*

Special Instructions: _____

Request to use the City's: Podium Microphone Projector Screen
**Subject to availability **Projectors and other electronic equipment will not be provided*

	Yes	No		Yes	No
Is the event open to the public?	<input type="checkbox"/>	<input type="checkbox"/>	Will refreshments be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will admission be charged?	<input type="checkbox"/>	<input type="checkbox"/>	Will refreshments be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a non-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>	Will you be using the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be music?	<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be live music and/or DJ?	<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Name of band or DJ: _____			<i>*Alcohol is prohibited at youth oriented events</i>		

APPLICANT WILL PROVIDE THE FOLLOWING ITEMS 30 DAYS PRIOR TO THE EVENT:

1. Full payment of all applicable fees
2. Copy of event security contract by licensed company (if applicable)
3. Proof of liability insurance
4. Copy of ABC license (if applicable)

I have read and agree to all pages in the rental agreement forms.

Applicant Signature: _____ Date: _____

(For Office Use Only)

Permit Fee: _____ Authorized Agent: _____ Date: _____



SEASIDE CALIFORNIA

Facility Use Rental Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

FACILITY SELECTION

LAGUNA GRANDE HALL

Capacity: Dining: 225 / Theatre: 300
Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$56.25	\$177.00
Barbecue Facility	\$58.00	\$83.00
Deposit	\$655.00	\$939.00
(Refundable)	(\$556.75)	(\$798.15)
Alcohol Deposit	\$638.00	\$915.00
(Refundable)	(\$414.70)	(\$594.75)

Liability Insurance: \$87.00 - \$222.00 (2026)

Alcohol Premium: \$65.00 (2026)

Security Guards: required 1 per 50 guests

- I will be using Hall only
- I will be using Hall & Kitchen only
- I will be using Hall, Kitchen & Dance Studio

SEASIDE COMMUNITY CENTER (SOPER)

Capacity: Dining: 85 / Theatre: 100
Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$59.25	\$95.00
Deposit	\$348.00	\$501.00
(Refundable)	(\$295.80)	(\$425.85)
Alcohol Deposit	\$638.00	\$915.00
(Refundable)	(\$414.70)	(\$594.75)

Liability Insurance: \$87.00 - \$222.00 (2026)

Alcohol Premium: \$65.00 (202)

Security Guards: required 1 per 50 guests

- I will be using the Large Room only
- I will be using the Kitchen only
- I will be using the Large Room & Kitchen

BAYONET MEETING ROOM

Capacity: Classroom: 30 / Theatre: 40
Dimensions: 24' X 20'

	Resident	Non-Res
Rate 0-3 hr.	\$43.75 /hr.	\$71.00 /hr.
After 3 hrs.	\$20.00 /hr.	\$32.00 /hr.

BLACKHORSE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 50
Dimensions: 28' X 26'

	Resident	Non-Res
Rate 0-3 hrs.	\$43.75 /hr.	\$87.00 /hr.
After 3 hrs.	\$20.00 /hr.	\$37.00 /hr.

DANCE STUDIO

Capacity: Classroom: 35 / Theatre: 70
Dimensions: 26' X 24'

	Resident	Non-Res
Rate 0-3 hr.	\$43.75 /hr.	\$108.00 / hr.
After 3 hrs.	\$20.00 /hr.	\$51.00 / hr.

SEAHORSE CONFERENCE ROOM

Capacity: 20
Dimensions: 28' X 16'

	Resident	Non-Res
Rate 0-3 hrs.	\$43.75 /hr.	\$71.00 / hr.
After 3 hrs.	\$20.00 /hr.	\$32.00 /hr.

SEASIDE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 60
Dimensions: 32' X 26'

	Resident	Non-Res
Rate 0-3 hr.	\$43.75 /hr.	\$71.00 / hr.
After 3 hrs.	\$20.00 /hr.	\$32.00 / hr.

YOUTH EDUCATION CENTER

Two hour rentals: available Fridays and Saturdays
7:30-9:30 PM, and Sundays for any two hours
between 8 AM – 9 PM.

	Resident	Non-Res
Deposit	\$97.00	\$137.00
(Refundable)	(\$82.45)	(\$116.45)
0-25 Guests	\$172.00	\$215.00
26-50 Guests	\$199.00	\$286.00
51-75 Guests	\$205.00	\$335.00
Use of Video Games	\$50.00	\$62.00
Extra ½ Hour	\$44.00	\$61.00

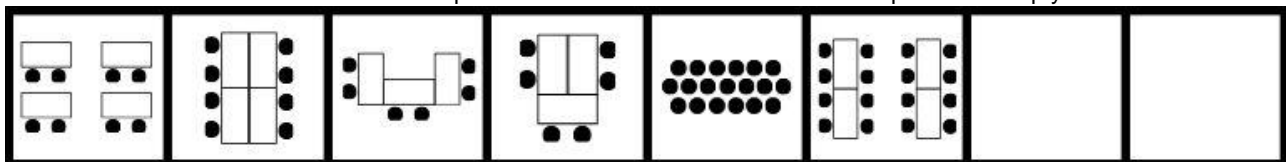
Non-Profit Rate: For Laguna Grande Hall, Seaside Community Center, and the Youth Education & Resource Center, non-profits may use the resident rate. For all other meeting rooms, non-profits may have up to 4 hours for \$37.00/\$54.00. Proof of 501(c)(3) required.

Security Guards: If required, security guards must be present for entire duration of event. Failure to comply or late security guards may result in deposit forfeited or event shut down completely.

SEATING CONFIGURATION

Review and select a seating configuration below. If you would like a different layout, please sketch your preferred layout in the box marked "other" or on the back of this sheet.

- Classroom Conference U-Shaped Pods Theater Banquet Empty Other





RULES, REGULATIONS & CONDITIONS OF USE

- 1. OVERTIME:** Use of the facilities in excess of the time set forth above may result in overtime fees being charged.
- 2. CANCELLATION BY PERMITEE:** Permittee must submit written notice of cancellation to the calendaring agent in order to be eligible for a refund. Refund requests made forty-five (45) days in advance will receive a full refund less a seven-dollar (\$7) surcharge. Refund requests made thirty (30) to forty-five (45) days in advance will receive a full refund less the non-refundable portion of the security deposit. Refund requests made less than thirty (30) days in advance will receive a full refund less the entire security deposit.
- 3. CANCELLATION BY CITY:** This permit may be canceled without liability to the City under any of the following conditions:
 - (a) It is found to contain false or misleading information.
 - (b) The Department finds that the proposed use will be detrimental to the public's health.
 - (c) Any individual or group (members or guests) willfully or through negligence mistreats equipment or violates any of the regulations, terms, and conditions established for use of the facilities.
 - (d) Average attendance of scheduled activities falls below the standard established for each use area within the Center.
 - (e) Failure to notify the Center of cancellation of any date or dates covered by this permit.
 - (f) Permittee defaults on or has not completed all conditions and requirements for use of the facilities.
 - (g) If the Center, or any part thereof, is destroyed or damaged by fire or any other cause, or if unforeseen occurrences—including strikes, labor disputes, war, or acts of military authorities—render fulfillment of the permit difficult or impossible.
 - (h) The facility is needed due to public necessity or emergency use.
 - (i) Upon thirty (30) calendar days written notice to the Permittee.
Refund of rental fees shall be made where the City cancels the permit at least thirty (30) days prior to the reserved date, except when cancellation occurs under items (g) or (h).
- 4. TRANSFERRING PERMIT:** The permit cannot be transferred, assigned, or sublet unless approved by the City in writing.
- 5. ADVERTISING, SOLICITATION, AND SALES:** No advertising or signs shall be exhibited and no sales made at the Center without written permission from the City.
- 6. COMPLETION OF REQUIREMENTS FOR USE OF FACILITIES:** Permittee must complete all requirements relating to the use of the facilities within the specified time requirements.
- 7. COMPLIANCE WITH CONDITIONS OF USE:** The Permittee shall observe, obey, and comply with all applicable City, County, State, and Federal laws, as well as the policies, rules, regulations, terms, and conditions governing the use of Center facilities. Permittee will forfeit all rents or other fees paid if evicted from the premises for violations. Eviction shall not release the Permittee from any obligations for payment of rents or other fees required under this permit.
- 8. CONCESSION SALES:** Permittee will not engage in concession operations unless authorized in writing by the Director or authorized staff.
- 9. CONDUCT OF PERSONS:** Permittee shall be solely responsible for the orderly conduct of all persons using the premises by its invitation, either express or implied, during all times covered by the permit. The Department reserves the right to eject or cause to be ejected from the premises any person objectionable due to unlawful conduct.
- 10. DAMAGE TO FACILITY OR EQUIPMENT:** All property, equipment, and furnishings must be kept clean and undamaged, fair wear and tear excepted. Permittee causing damage or loss will be required to pay for the same at current replacement or repair costs.
- 11. EXITS:** At no time shall exits be covered or obstructed.
- 12. FACILITY CAPACITY:** Permittee shall not admit a larger number of persons than can be safely accommodated, as determined by Building and Fire Codes.
- 13. FLAMMABLE MATERIALS:** No flammable materials will be permitted for decorations. All decorative materials must be flame-resistant and approved by the Fire Department.
- 14. INDEMNITY:** Permittee shall indemnify and hold harmless the City, its officers, employees, and agents against any and all claims, demands, causes of action, personal injuries or death, and damages whatsoever resulting from the use or occupation of the facilities described in the permit. Permittee shall, at its sole risk and expense, defend any legal action brought against the City arising from such use and shall pay any resulting judgment or damages.
- 15. PAYMENT OF TAXES:** Payment of all Federal, State, and City taxes in connection with the event shall be the responsibility of the Permittee.
- 16. CLEANLINESS OF FACILITY:** Facilities used by the Permittee must be left in a clean and orderly condition. If additional maintenance is required beyond normal cleaning, the Permittee will be charged accordingly.
- 17. PERMITS AND LICENSES:** The Permittee shall obtain, at their own expense, all licenses and permits required for the intended activity covered by this permit.



18. ALCOHOL: Alcohol may not be served to minors or at any youth-related event at the Oldemeyer Center or Seaside Community Center. Violation may result in immediate closure of the event and loss of deposit. All alcohol is prohibited at youth-oriented events.

19. SMOKING: Smoking is prohibited within twenty (20) feet of entrances, exits, and windows.

20. USE OF RESERVED FACILITIES AND EQUIPMENT: Permittee may use only those facilities and equipment specifically designated on this permit.

21. CONSTRUCTION OF PERMIT: In case of doubt as to the interpretation of any provisions of this permit, the interpretation of the Recreation and Community Activities Director shall prevail. The Director shall also have the authority to resolve matters not covered by this permit.

22. SEVERABILITY: If any part of this permit is held to be illegal, inapplicable, unenforceable, or unconstitutional, such decision shall not affect the validity of the remaining portions.

23. SECURITY AND CLEANING DEPOSIT: A deposit is required from any person or organization renting a room at the Center (according to current fees and charges). A portion of the deposit is non-refundable, and the remaining portion may be refunded depending on the condition of the room, walls, floors, carpets, whether any breakage occurred, or whether overtime was incurred beyond the stated setup, cleanup, or activity time. The City reserves the right to close any event that may endanger the health or safety of any person or property. Early closure may result in loss of deposits. Refundable deposits will be returned within thirty (30) days following the event date.

24. SUPPLIES: City staff is not authorized to provide supplies for events.

25. SECURITY GUARDS: One (1) security guard per fifty (50) participants is required for events that serve alcohol and/or have live or DJ music or dancing. The City reserves the right to require security for events when deemed necessary.

26. BALLOONS: The use of all types of balloons is prohibited at all City of Seaside parks and facilities. This includes latex, foil, helium balloons, and balloon releases. If balloons are used or found at the event site, the Permittee will forfeit the security and cleaning deposit.

IMPORTANT THINGS TO NOTE

- ✓ In order to secure a reservation, this form must be completed and submitted along with full payment to the Oldemeyer Center front desk.
- ✓ Reservations for the conference rooms must be made at least 7 days in advance and 30 days in advance for all other facilities.
- ✓ Please include a sketch of how you would like the room to be set up if it is different than the diagrams provided on this form. Our facility staff will do their best to prepare the room as shown in your diagram. Do not write "same as before."
- ✓ Food and beverage are allowed in certain rooms; please ask staff prior to providing refreshments.
- ✓ Do not move furniture from one room to another. If you have additional needs, please contact the facility staff.
- ✓ Please do not change rooms. If a different room is preferred and empty upon arrival, please check with the facility staff.
- ✓ Come prepared. Our staff is not authorized to provide supplies for your meeting.
- ✓ If you tape signs up regarding your meeting, please remove them upon your departure.
- ✓ Smoking is prohibited within 20 feet of entrances, exits and windows.
- ✓ In case of cancelation, please notify the Oldemeyer Center Front Office as soon as possible. Please see refund policy schedule below:

45 days in advance	Full refund, less a \$7 surcharge
30-45 days in advance	Full refund, less the non-refundable part of security deposit
Less than 30 days in advance	Full refund, less the entire security deposit
Less than 48 hours in advance	No refund

- ✓ *If alcohol is found on the premises (including the parking lot, stage, kitchen, etc.) and your contract prohibits the consumption of alcohol, the City of Seaside has the right to cancel your event and deposits and fees will NOT be refunded.
- ✓ *A one million dollar (two million aggregate) liability insurance policy is required. You can either purchase it through the city or through another insurance company and provide us a copy of the policy naming the City of Seaside as co-insured.
- ✓ Use of our facilities requires you to provide licensed and bonded security guards. You must hire one guard per every fifty guests. A copy of the contract must be provided to the city at least 30 days prior to your event. Renters exceeding their stated attendance risk losing their deposit.