

San Luis Obispo Guild Hall

2880 Broad Street • San Luis Obispo, CA 93401 Telephone: 543-0639
EMAIL: SLOGUILDHALL@YAHOO.COM



APPLICATION FOR USE OF GUILD FACILITIES

Applicant: _____

Individual Business Non-Profit Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (Work) _____ (Home): _____

Name of person in charge of event: _____

Emergency Contact Person: _____

Phone: (Work) _____ (Home): _____

DATE & TIME REQUESTED (Please fill out separate applications for non-continuous dates)

_____ a.m. p.m. _____ a.m. p.m.
Date Opening Time Closing Time

(Be sure to include time for set up and clean up)

EVENT INFORMATION

Purpose: _____

Amenities Requested (circle all that apply)

Main Hall (Standing or dancing 350)
(Lecture seating 300)
(Banquet seating 155) **Dining Hall** (Lecture seating 100)
(Banquet seating 100) **Kitchen** **BBQ/Grounds**

Estimated Attendance: # Adults _____ # Youth _____ # Total _____

What time will your guests be arriving at the facility? _____ a.m. p.m.

Will a fee be charged? Yes No

If yes, please explain: _____

Will a live band or D.J. be performing? Yes No

Will amplified recorded music be played? Yes No **(All music must end by 10:30 p.m.)**

Will alcohol be served? Yes No Will alcohol be sold? Yes No

Will food be served? Yes No Catered _____ Buffet _____ Kitchen Use _____

25% RENTAL DEPOSIT SUBMITTED WITH THIS APPLICATION \$ _____

(Check made payable to SLO Guild Hall)

APPLICATION FOR USE (Continued)

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the San Luis Obispo Guild Hall facilities. The applicant further agrees that in consideration of being permitted to use said facility, he, she, or organization will save or hold the San Luis Obispo Guild Hall and/or their members/employees free and harmless from any loss, claims, and liability or damages and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy.

The Guild Hall reserves the right to cancel a planned or occurring event if the terms of use described in the application are not met. For long-term (over six month's continual usage) at least six (6) weeks notification will be given to applicant.

I, the undersigned, am authorized to sign this Application for Use on behalf of the applicant or organization. My signature certifies that all information on this Application is true, including that regarding alcohol serving and consumption on the premises. I understand that any misstatements or omissions of material fact herein may cause forfeiture of my deposit(s). Cleaning deposits are refundable provided there is no damage, all policies were followed, and the facility was left in as good condition as found.

I HEREBY CERTIFY THAT I HAVE READ (OR HAD INTERPRETED), UNDERSTAND, AND AGREE TO ABIDE BY THE SLO GUILD HALL FACILITIES RESERVATION POLICIES.

Applicant's Signature: _____ **Date:** _____

FOR GUILD HALL USE ONLY

ESTIMATE OF CHARGES:

Agreement Letter Sent by: _____	Date Sent: _____	Received: _____
Total Rental Charge: _____	Paid Balance in Full: _____	
25% Rental Deposit: _____	Date Paid: _____	Cash _____ Check _____
Cleaning Deposit: _____	Date Paid: _____	Returned _____
Deductions from Cleaning Deposit if Needed: _____		

COPY OF ABC LICENSE REQUIRED:	YES	NO	RECEIVED:	YES	NO
LIABILITY INSURANCE REQUIRED:	YES	NO	RECEIVED:	YES	NO
SECURITY GUARDS REQUIRED:	YES	NO	RECEIVED:	YES	NO
PORTABLE TOILET(S) NEEDED:	YES	NO	HOW MANY?	_____	
WALK THROUGH COMPLETE:	YES	NO	GUILD REP.:	_____	DATE: _____
APPLICATION STATUS:	APPROVED	DENIED	GUILD REP.:	_____	DATE: _____
REFUND REQUEST: Amount Refunded \$	_____		GUILD REP.:	_____	DATE: _____
COMMENTS: _____					