

San Luis Obispo Guild Hall

2880 Broad Street • San Luis Obispo, CA 93401 Telephone: 805-543-0639
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)*

_____ Date _____ Opening Time _____ am _____ pm Closing Time _____ am _____ pm
(Be sure to include time for set up and clean up)

What time will your guests be arriving at the facility? _____ am _____ pm

EVENT INFORMATION

Purpose: _____

Amenities Requested (check all that apply)

Main Hall (Standing or dancing 300) (Lecture seating 300) (Banquet seating 155)	Dining Hall (Lecture seating 125) (Banquet seating 100)	Kitchen (with an approved caterer only)	Grove
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Estimated Attendance: # Adults _____ # Youth _____ # Total _____

Will a fee be charged? Yes No

If yes, please explain: _____

Will a live band, a D.J. be performing or recorded music being played? Yes No

(All music inside must end by 10:30 pm; all music in Grove must end by 9 pm)

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

Will food be served? Yes No Catered Buffet

25% RENTAL DEPOSIT WILL BE REQUIRED AT THE TIME OF SIGNING THE FACILITY USE AGREEMENT.

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 any fees paid. 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:	_____				

See rate sheet in Facility Reservation Policies page 6