Request for Use of the Veterans' Memorial Hall

Thank you for your interest in reserving the Sutter County Veterans' Memorial Hall for your event. To better serve your needs, please complete this form and return it to 146 Garden Highway, Yuba City, CA 95991. You will be contacted by Sutter County Rental Facilities Staff within two (2) business days of receipt.

General Information:

Requested Date: _____ Hours of Event: _____

Set-Up Day: ☐ Yes ☐ No Preferred Contact Method: ☐ Email ☐ Phone

Contact Information:

Name/Organization: _____

Are you a Non-Profit? ☐ Yes ☐ No If yes, would you like to apply for the rental fee waiver? ☐ Yes ☐ No

Mailing Address: _____

Contact Name: _____ Phone Number: _____

Contact Email Address: _____

Secondary Contact Name: Phone Number: _____

Secondary Contact Email Address: _____

Event Information:

Type of Event: _____ Expected Attendance: _____

Will there be alcohol? ☐ Yes ☐ No

Does entry to the event require purchase of a ticket or seat? ☐ Yes ☐ No

Will you be selling anything at this event (i.e. raffle tickets, drinks, etc.)? ☐ Yes ☐ No

- If yes, what will you be selling? _____

Do you plan on selling alcohol at this event? ☐ Yes ☐ No

Will the use of the kitchen or kitchen appliances be required at this event? ** ☐ Yes ☐ No

** Appliances will not be programmed to work unless requested above _____
Initial

I understand that this request form does not guarantee a hall reservation and reservations will be taken on a first come, first served basis. I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

_____ _____

Signature Date

For General Services Staff Only:

Date/Time Received by GS:		Requested Date Available?	☐ Yes	☐ No	
Processed by:		If not available, new date agreed upon with customer:			
Rental Agreement Sent:		☐ Mail	☐ E-mail	Rental Agreement Due:	