



**CITY OF MORGAN HILL
COMMUNITY AND CULTURAL CENTER
FACILITY REQUEST APPLICATION**
Phone: 408-782-0008 Fax: 408-779-5450

Date/Time of Application: _____ Date/Time RCSD call back: _____

<p>Room/s Request:</p> <p><input type="checkbox"/> Hiram Morgan Hill with Rose Garden</p> <p><input type="checkbox"/> El Toro</p> <p><input type="checkbox"/> Amphitheater</p> <p><input type="checkbox"/> CCC: <i>entire facility</i></p> <p><input type="checkbox"/> Diana Murphy</p> <p><input type="checkbox"/> Machado Room</p> <p><input type="checkbox"/> Madrone Room</p> <p><input type="checkbox"/> Mira Monte Dance</p> <p><input type="checkbox"/> Playhouse</p> <p><input type="checkbox"/> CRC Mtg. Rm #1</p> <p><input type="checkbox"/> CRC Mtg. Rm #2</p> <p><input type="checkbox"/> CRC Party Room</p> <p><input type="checkbox"/> CRC Multi Purpose</p>	<p>User Group: <input type="checkbox"/> Non-Profit/Community Group <input type="checkbox"/> M.H. Resident/Business <input type="checkbox"/> Non Resident</p> <p>Applicant's Name: _____</p> <p>Organization (if applicable): _____</p> <p>Address: _____ City: _____ Zip: _____</p> <p>(Day Telephone #): _____ (Evening telephone #): _____</p> <p>E-Mail: _____ FAX #: _____</p> <p>Alternate Contact: _____ Telephone: _____</p> <p>Address: _____ City: _____ Zip: _____</p> <p>E-Mail: _____ FAX #: _____</p> <p>Type of Event: _____ # of Guests (this includes children): _____</p> <p>If a Birthday Party (what age is birthday person): _____</p> <p>For Public Events: Would you like to be on our Digital Display Sign or listed on our City Website Calendar? _____</p>
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Alcohol and/or dancing requires insurance and security guard(s). All reservations will share the building, kitchen, restrooms and parking lot with other events.

1st Choice: Event Date: _____

2nd Choice: Event Date: _____

3rd Choice: Event Date: _____

Note:

SET-UP time, the CEREMONY, the EVENT, & CLEAN-UP time are ALL consecutive, BILLABLE hours.

Set-up Time: From: _____ To: _____

Meeting Time: From: _____ To: _____

Ceremony Time: From: _____ To: _____

Reception Time: From: _____ To: _____

Clean up Time: From: _____ To: _____

Kitchen Use: Yes No Caterer: Yes No

Projector Rental: Yes No

Event Open to Public? Yes No

Serving Food/Beverages? Yes No

Serving Alcoholic Beverages? Yes No

Dancing? Yes No

Musicians? Band DJ Karaoke

Amplified Music in Amphitheater? Yes No

THESE ITEMS REQUIRE COUNTY PERMITS

Sale of items to the public? Yes No

Sale of tickets to the public? Yes No

Sale of Alcoholic Beverages? Yes No

Name of Meeting or Event:

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

USER agrees to abide by Community and Cultural Center policies and procedures. USER agrees to protect, defend and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by USER, USER'S agents, officers, employees, subcontractors, or independent contractors hired by USER. The only exception to USER'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY. This hold harmless agreement shall apply to all liability, regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by USER.

USER agrees to pay for additional required insurance coverage and City contracted licensed private security for the event if alcohol is being served or sold, dancing is taking place, or the City determines that additional insurance or security is needed.

I hereby represent that the information contained in this application and its attachments is true and correct and that I have the authority to make this application on behalf of myself or my group.

Applicant's Signature _____ Date: _____

This Application and its attachments serve as the Permit for the rooms checked above when approved by the City Official.
User must have this Permit present and available for inspection during event.