

# Pollock Pines-Camino Community Center Rental Application

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Date of Event: \_\_\_\_\_ # of Hours requested: \_\_\_\_\_ Door Code #: \_\_\_\_\_  
 \_\_\_\_\_  
 Set-Up Time: \_\_\_\_\_ Vacating Time: \_\_\_\_\_ Room # Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 Type of Event: \_\_\_\_\_  
 Number of People Attending: \_\_\_\_\_  
 Event Open to Public (Y/N): \_\_\_\_\_

Application Date: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Group or Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Anyone who rents from the PPCCCA, needs to provide and name the PPCCCA as additional insured on their policy in regards to the purpose for which they are using the facility. They need no less than a current policy of 1 (one) million occurrent limit and 2 (two) million aggregate limit.



←Scan for easy event insurance application -or- choose your own insurer

Proof of Insurance is to be attached to this form  
 Date received: \_\_\_\_\_

Alcohol To Be Served: Yes  No   
 A Liquor License is required if a public event, or if selling at a private event. PPCCCA does not obtain liquor license or run bar for rentals.

Special Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 PPCCCA Representative: \_\_\_\_\_ Facility Coordinator Date: \_\_\_\_\_

## FEE SUMMARY

### Room #1 (Capacity=100)

\$ 50 Per Hr.  
 \$450 for daily rate  
 Kitchen Included

### Room #2 (Capacity=100)

\$ 50 Per Hr.  
 \$450 for daily rate  
 Bar & Kitchen Included

### Room #1 & #2:

\$800 for daily rate  
 Kitchen Included

### Kitchen - \$40/Hr.

Food Preparation only

**Security Deposit \$400.00**

**Cleaning Deposit \$100.00**

### Meeting Rooms

#### Room #3 (Capacity=25)

\$ 25 Per Hr.  
 \$150 for daily rate

#### Room #4 (Capacity=45)

\$ 30 Per Hr.  
 \$175 for daily rate

**Security Deposit \$100.00**

**Cleaning Deposit \$ 50.00**

### Rental Total

<b>Deposit</b>	Date	Check#
<b>Paid</b>	_____	_____

Deposits are refundable if rooms are left  
 ---clean and undamaged---

#### Rent Paid

(to be paid 15 days prior to event)	Date	Check#
	_____	_____