



Estudillo Mansion RENTAL APPLICATION

Note: Applications must be received at least thirty (30) working days prior to request use.

To Make a Reservation:

- Call City Hall, at 8951-487-7330 (Monday- Thursday, 8 am-5 pm) to confirm date availability and make an appointment.
- Copy this form to your desktop and complete items 1-12, to your appointment and pay the fee by cash, check, or credit card (fee applies to credit card payments) at that time.
- Mail the application to: City of San Jacinto, 595 S. San Jacinto Ave., San Jacinto, CA 92583 . Enclose the \$525 fee payable to "City of San Jacinto."
- Payment of the fee secures your date.

1. TYPE OF EVENT:	<input type="checkbox"/> Wedding/Reception	<input type="checkbox"/> Family Reunion/Birthday	<input type="checkbox"/> Charity
	<input type="checkbox"/> Business	<input type="checkbox"/> Other	
2. CITY OF SAN JACINTO RESIDENT*: <input type="checkbox"/> NONRESIDENT: <input type="checkbox"/>	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Private Individual	<input type="checkbox"/> Commercial <input type="checkbox"/> Other

*Must provide proof of City of San Jacinto residency with current up-to-date identification

3. Name of Group or Organization		Name of Applicant	
4. Contact Person		Address	
5. City	Zip	Phone (Bus.)	Phone (Res.)
Email			

6. Will use be open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will a fee be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated attendance
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7. Would you like to request docent tours of Mansion? (Must be during docent scheduled hours) Yes No

8. Applicant will: Provide liability insurance within 14 days of event Proof of insurance is attached to application

9. Will food or beverage be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	What type?
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10. Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No
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11. Other special requirements, needs, or uses:

12. The minimum booking time for Estudillo Mansion rental is two hours.

Booking time MUST include:

- set-up
- preparation
- photography
- event times
- clean-up

REQUESTED BOOKING TIME & DATE(S)			
Date(s) Requested (include year)	Time		Total Hours
	From	To	

The renter is solely responsible for set-up, tear down and clean-up of the site. **Time overage shall be charged at time-and-a-half and taken from the deposit.**

FOR OFFICE USE ONLY		
DATE RECEIVED	AMOUNT	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CARD

ESTUDILLO MANSION RENTAL APPLICATION

FACILITY RENTAL RATES FOR PRIVATE USE

— STAFF USE ONLY —

Date application received: _____	RENTAL FEE
Facility Rental: (2 hour minimum): \$ _____ /hour x (2+ _____ hours)	= _____
City Resident: <input type="checkbox"/> \$200 non-profit <input type="checkbox"/> \$250 private individual	= _____
Nonresident: <input type="checkbox"/> \$275 non-profit <input type="checkbox"/> \$300 private individual	= _____
OTHER RATES: <input type="checkbox"/> \$175 Community Partner	= _____
*title-platinum sponsors in City Special Events	= _____
Security Guard:	= _____
<i>Security guard must remain on-site until all staff and guests leave the premises.</i>	
Events with 150+ guests require a second security guard: <input type="checkbox"/> N/A	= _____
Liability Insurance: <input type="checkbox"/> Provided by applicant	= _____
Alcohol Liability Insurance: \$ _____	= _____
Other: <input type="checkbox"/> photo booth	= _____
Folding plastic stacking chairs:	= _____
Deposit	= \$500
Application Fee	= \$25
	= _____
Cleaning	= _____
Mail (address on reverse) separate check for TOTAL RENTAL FEES	= _____

The deposit check The deposit fee is \$500 (separate from your rental fees) secures your reservation. **The deposit check will be cashed.** After the event, your deposit will be mailed to you within 30 days with deductions taken for any cleaning fees, or damage to the site or equipment, or where the event exceeded the scheduled rental time.

AGREEMENT STATEMENT (PLEASE READ CAREFULLY)

In signing, I represent that I completed this application to the best of my knowledge and have read and agree to abide by the Terms of Use, including the Indemnification/Hold Harmless and Insurance provisions. I understand that I am responsible for the conduct of myself, guests, and vendors. In the event Police assistance is required, I agree to be liable for the associated law enforcement costs.

I further agree that the Facility Rental Rate on this application is an estimate and subject to change. I understand 50% of the rental fee is due and payable (60) days before the event and the remaining balance of 50% is payable (14) business days before the event. If booking is less than (30) days from the event date, 100% of the rental fee, deposit including non-refundable application fee, is due and payable at the time of booking.

Signature of Applicant _____ Date _____

Staff Accepting Request _____ Date _____ Telephone _____

REFUNDS

1. All fees will be refunded, except for the \$25 application fee, if a Permittee cancels a permit not later than 30 calendar days before the date of an event, or by [ADD DATE] _____
2. If Permittee cancels a permit less than 15 calendar days before the date of an event, City will retain the \$25 application fee, and full deposit.

3. Refunds will not be given due to inclement weather.

I have read and understand the refund policy.

Signature of Applicant _____ Date _____