



ROOM RESERVATION REQUEST

Community and Cultural Center 17000 Monterey Rd. Morgan Hill, CA 95037
 P: 408.782.0008 E: ccc@morganhill.ca.gov

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|---|--|
| Room(s): <input type="checkbox"/> Hiram Morgan Hill <input type="checkbox"/> El Toro <input type="checkbox"/> Amphitheater <input type="checkbox"/> Madrone <input type="checkbox"/> Machado <input type="checkbox"/> Diana Murphy <input type="checkbox"/> Poppy Jasper <input type="checkbox"/> Mira Monte <input type="checkbox"/> CCC: <i>entire facility</i> Community Playhouse <input type="checkbox"/> Front Stage <input type="checkbox"/> Full Stage Council Chambers <input type="checkbox"/> Main Room <input type="checkbox"/> West Conference Rm. | Applicant Status: <input type="checkbox"/> Non-Profit <input type="checkbox"/> M.H. Resident/Business <input type="checkbox"/> Non Resident |
| | Applicant's Name: _____ |
| | Organization (if applicable): _____ |
| | Address: _____ City: _____ Zip: _____ |
| | (Day Telephone #): _____ (Evening telephone #): _____ |
| | E-Mail: _____ |
| | Alternate Contact: _____ Telephone: _____ |
| | Address: _____ City: _____ Zip: _____ |
| | E-Mail: _____ |
| | Type of Event: _____ |
| # of Guests (include children): _____ If a Birthday Party, age: _____ | |
| For Public Events: Would you like to advertise your event on our Digital Display Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Alcohol and/or dancing requires insurance and security guard(s). All reservations will share the building, restrooms, and parking lot with other events. Kitchen shared between banquet rooms.

1st Choice Event Date: _____
 2nd Choice Event Date: _____
 3rd Choice Event Date: _____

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

Set-up: From: _____ To: _____
 Meeting: From: _____ To: _____
 Ceremony: From: _____ To: _____
 Reception: From: _____ To: _____
 Clean-up: From: _____ To: _____

Kitchen Use: Yes No Caterer: Yes No

Event Open to Public? Yes No
 Serving Food/Beverages? Yes No
 Serving Alcoholic Beverages? Yes No
 Dancing? Yes No
 Music? Band DJ Other: _____

Amplified Sound 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 your records for your reservation permit.