



Redwood Acres
Ninth District Agricultural Association
3750 Harris Street
Eureka, CA 95503
Redwoodacres1@gmail.com

Date of Event: _____

INTERIM RENTAL EVENT REQUEST FORM

NAME OF Renter _____

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Alternate Phone: _____

Mailing Address: _____

DATE(S) OF EVENT: _____ **Hours of Event:** _____

EVENT NAME: _____

BUILDING(S)/ AREA(S) Requested: _____

Description of Event:

Estimated Number of People at Event - _____

****Rental hours are 7:00a.m. to 12:00a.m (noise curfew) You may clean-up until 2:00a.m. If you are not out by the contracted time, all extra hours will be billed to you at a rate of \$100.00 per hour (includes partial hours). ****

Is the Event open to the public? Yes / No Alcohol served? Yes / No Alcohol Sold? Yes / No

If selling Alcohol ABC letter issued to (name) _____

Note: If the event is open to the public, please contact the office to arrange a Food Concessions and Alcohol Service

Will you be having a Concessionaire? Yes / No Indoors or outdoors?

Are you interested in in our LED sign advertising? YES / NO (10 words or less, what would you like it to say)

SPECIAL REQUIREMENTS: _____

***ONLY FOR EVENTS OPEN TO THE PUBLIC**

Phone: _____ Email: _____ Website: _____

Deadline for vendors: _____ Date: _____ Admission Fee: _____ Flyer? YES / NO

INFORMATION SHEET COMPLETED BY:

DATE:

**** Renter Signature ****

SET UP INFORMATION ONLY

Name of Event: _____

Contact Person: _____

FACILITY RENTED: _____

SET UP DATE: _____

DATE OF EVENT: _____

TAKE DOWN: _____

Main Events	Home Ec.	Turf Club	Other Facilities (Please Specify)
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Tables #:	Tables #:	Tables #:	Tables #:
Chairs #:	Chairs #:	Chairs #:	Chairs #:
Garbage Cans #:	Garbage Cans #:	Garbage Cans #:	Garbage Cans #:
Any Extras:	Any Extras:	Any Extras:	Any Extras:

Table price: how many _____ x price \$ _____ = \$ _____

Chairs price: how many _____ x price \$ _____ = \$ _____

INFORMATION SHEET COMPLETED BY:

DATE:

**** Renter Signature ****