

# FOUNTAIN VALLEY RENTAL APPLICATION

Dates are reserved on a first-come first-serve basis, dates are only reserved once the holding fee has been received. To drop off a holding fee or set-up an appointment please email [Rentals@FountainValley.org](mailto:Rentals@FountainValley.org), or call 714-839-8611.

## RENTAL INFORMATION

Name:		Organization Name: (if applicable)	
Address:		City:	Zip:
Are you a Fountain Valley Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Expected Guests:	
Phone:		Email:	
Requested Date   Month:	Day:	Year:	Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Will alcohol be served: <input type="checkbox"/> Yes <input type="checkbox"/> No (At adult events only)		Security: <input type="checkbox"/> Under 100 people (1) <input type="checkbox"/> Over 100 people (2)	
Is this event public or private? <input type="checkbox"/> Public <input type="checkbox"/> Private		Security is required at all events serving alcohol or at large community events as directed by the Community Services Director. For security options see approved vendor list.	
Insurance may be required as directed by the Community Services Director.			

## RESERVATION INFORMATION

Location: <input type="checkbox"/> Recreation Center <input type="checkbox"/> Center at Founders Village	
All hours requested (including set-up and clean-up time) will be included in your total rental cost.	
Setup: (What time will you arrive to setup your event?) _____ AM / PM to _____ AM / PM	Clean-Up: (What time will you leave after clean-up?) _____ AM / PM to _____ AM / PM
Event: (What time will your guests arrive?) _____ AM / PM to _____ AM / PM	

## EVENT TYPE

Reservation Purpose: *(Purpose of the rental, if a birthday please provide age of celebrant, and any additional information)*

## WHAT WILL YOU NEED?

- Theater Style (Chairs Only)  
 Banquet Style (Tables & Chairs)

Number of Chairs	
Number of Round Tables	
Number of Rectangle Tables	

Any special arrangements or requests (please be specific)?  
 - DJ area/needs  
 - Photobooth area  
 - Catering needs  
 - Power needs  
 - etc.

<input type="checkbox"/> Podium	<input type="checkbox"/> AV Equipment
<input type="checkbox"/> Dance Space (Capacity of room is altered by Dance Space)	<input type="checkbox"/> Stage w/ Steps (4ft x 16ft or 8ft x 8ft) Location Specific
<input type="checkbox"/> Commercial Kitchen (\$50 flat rate) Includes use of coffee machine, sink, ice machine and usage of all kitchen equipment. Kitchen is only accessible for those who have requested and paid for kitchen in advance.	

Quantity is based on room setup and room style.

For questions or information please contact  
 Phone: 714-839-8611 | Email: [Rentals@fountainvalley.org](mailto:Rentals@fountainvalley.org)

Staff Initials: \_\_\_\_\_

Staff Use Only

Date and Time Received: \_\_\_\_\_