

Today's Date:

City of Walnut Creek Recreation Division

Submit all applications via mail, fax or email:
Walnut Creek Facility Rentals Office, 301 N San Carlos Dr, Walnut Creek, CA 94598
Fax (925) 938-7529 Email rentals@walnut-creek.org



CITY OF WALNUT CREEK FACILITY RENTAL APPLICATION

Please make sure you have read our rental brochure before filling out this application. All time needed ahead of guest arrival, for set up of personal items and catering, and all time needed for clean up after guest departure, must be included in applied for event timing.

Applicant Name/Contract Holder:		Birthdate:
Company or Organization (if applicable):		
Address:		
City:		Zip Code:
Primary Phone:		
Email Address:		
Event Type: <i>Wedding, Memorial, Fundraiser, Meeting etc. Birthdays Must Include Age of Guest of Honor</i>		Expected Attendance/Guest Count:
Venue Location and Room:		
Date(s) of Event:		
Rental/Contracted Start Time:	Guest Arrival Time:	Rental/Contracted End Time:
Will alcohol be served? YES NO	If yes, an Alcohol Permit for \$100.00 will be added to your contract. No hard liquor allowed. Depending on the type of event, other requirements may be necessary. (Example: Special Daily Permit to Sell, security guards, etc.)	
Would you like to rent a projector & screen for an additional \$50.00? YES NO		
Secondary Point of Contact, if applicable: <i>Name, Phone Number, Email, Relation to Event</i>		

**This application is not your contract.
No rental is confirmed until payment is made and you receive an official
City of Walnut Creek countersigned contract.**

By signing below, I acknowledge that I have read the rental brochure and I understand the rules, pricing, and regulations.

Signature _____ Date _____



Heather Farm Community Center
301 N. San Carlos Drive, Walnut Creek, CA 94598
Office: (925) 943-5858 Fax: (925) 938-7529

**FACILITY RENTAL PAYMENTS
CREDIT CARD AUTHORIZATION**

We accept cash, checks (*made out to "City of Walnut Creek"*), VISA, MasterCard, Discover and American Express.

For facility rentals, customers may authorize a credit card to be used for the holding & security deposit, additional dates, contract changes and/or scheduled payments. Please complete this form carefully with the payment option of your choice and submit to the rental office. If you have any questions pertaining to your facility rental payments, or your credit card changes during the course of the rental agreement, please call the rental office at (925) 256-3575 or email rentals@walnut-creek.org.

RENTER INFORMATION	
Name of Rental Contact Person:	Event Date:
Company or Organization (if applicable):	
Contact Phone: ()	Email:

BILLING INFORMATION	
(Complete below section if billing information is different from information on rental agreement.)	
Billing Contact Name:	
Name of Billing Organization (if applicable):	
Billing Address:	Billing City, State, Zip:
Billing Phone: ()	Billing Email (if applicable):

CREDIT CARD INFORMATION/AGREEMENT

I hereby authorize the City of Walnut Creek to charge the credit card below for my rental of City of Walnut Creek facilities as outlined in the rental contract referenced above. I understand that the credit card below will be charged per the payment schedule outlined in the rental agreement and/or as authorized by me in email or phone communication with City of Walnut Creek staff. I will contact the rental office as soon as possible if payment information changes.

For events more than 90 days out or for recurring rental events:

I authorize my future payments to be automatically paid with this credit card.

YES

NOT APPLICABLE-- Rental is within 90 days of today, or paying final payment with Cash/Check.

CREDIT CARD INFORMATION	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> American Express	
Cardholder Signature:	Date of Authorization (mm/dd/yy): / /
Name as it appears on card:	CVV Security Code (3 or 4 digits):
Card Number:	Expiration Date (mm/yy): /