



FACILITY RENTAL APPLICATION FORM

Cupertino Parks and Recreation Department

For Creekside Park Bldg and Quinlan Community Center (QCC) rentals, submit form at QCC office at 10185 N. Stelling Rd. (408) 777-3120.
 For Community Hall and Senior Center rentals, submit form at Senior Center office at 21251 Stevens Creek Blvd. (408) 777-3150.

If renting on behalf of organization or business, fill out both applicant and organization information. Please print.

APPLICANT INFORMATION	ORGANIZATION INFORMATION
First Name _____ Birthdate (mm/dd/yy) ____/____/____ Last Name _____ (____) _____ <input type="radio"/> Cell <input type="radio"/> Home Main Phone (____) _____ <input type="radio"/> Cell <input type="radio"/> Home Alternate Phone Address _____ Apt./Unit _____ City _____ State _____ Zip Code _____ Email _____	Organization Name _____ Address _____ Suite _____ City _____ State _____ Zip Code _____ (____) _____ Main Phone _____ Ext. _____ (____) _____ Alternate Phone _____ Ext. _____ Email _____ <input type="checkbox"/> 501(c) Non-Profit (IRS Letter Required)

RESERVATION INFORMATION

Creekside Park Building
 Quinlan Community Center (Conference, Cupertino, Social)
 Community Hall
 Senior Center (Arts & Craft, Bay, Classroom, Conference, Reception Hall)

* Set-Up Start Time is earliest room entry, Clean-Up End Time is latest room exit. Total Hours includes your Set-up and Clean-up times.

Room Name	Day of Week (M,T,W,Th,F,S,Su)	Date (MMM DD,YYYY)	Set-up Start Time *	Event Start Time	Event End Time	Clean-up End Time *	Total Hours *

Type of Event (party, workshop, meeting, etc.) _____ Attendance _____ Reserved with us before? <input type="radio"/> No <input type="radio"/> Yes Charging fees (entrance, food, etc.) or accepting donations? <input type="radio"/> No <input type="radio"/> Yes	Alcohol Served? <input type="radio"/> No <input type="radio"/> Yes, <input type="radio"/> Sold (If served, may require Liability Insurance and Security Staff for an additional fee. If sold, state ABC permit required.) Bounce House Permit? <input type="radio"/> No <input type="radio"/> Yes (Available only for Creekside Park Bldg. for an additional fee.)
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PAYMENT INFORMATION

Fill out if credit card cardholder is not present:

CREDIT CARD: (select one)
 VISA
 MasterCard
 AMERICAN EXPRESS
 DISCOVER

Card Number: _____ Exp Date: ____/____

Cardholder Name: (print) _____

Authorized Amount: \$ _____ Signature: _____

CHECK: Payable to "CITY OF CUPERTINO"
 Refund check to: _____
 CASH

Security Deposit-
Due with application form.

Hourly Fees-
Due 30 days before event date.

Payment Options:

- Credit Card
- Checks— Overdraft fee charged for any returned check.
- Cash

FOR OFFICE USE ONLY

Residency Verification document provided: Current Utility
 Driver's License
 Other

Approved by: _____
 Packaged by: _____
 Sent Date: _____

