Martinez
EVENT CENTER
IN HISTORIC DOWNTOWN

Facility Rental Application

Private/Individual/Organization/Company Event information

Name of Responsible Party: _____

Company/Organization Name: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Work Phone: _____ Fax Number: _____

Cell Phone: _____ Email Address: _____

Designated Alternate Contact Name: _____ Phone Number: _____

TYPE OF EVENT

☐ **WEDDING/RECEPTION**	☐ **QUINCEANERA**	☐ **SEMINAR**
☐ **BIRTHDAY**	☐ **FUNDRAISER**	☐ **BUSINESS FAIR**
☐ **REUNION**	☐ **CORPORATE EVENT**	☐ **CELEBRATION OF LIFE**
☐ **OTHER** _____		

Requested Date(s): _____
DAY(S) OF THE WEEK MONTH DAY YEAR

Alternate or Additional Date(s): _____
DAY(S) MONTH DAY YEAR

☐ **ROOM RENTAL ONLY** ☐ **ROOM RENTAL w/ YOUR CATERER** ☐ **FULL SERVICE***

*FULL SERVICE : MEXICAN CUISINE PROVIDED BY LA TAPATIA MEXICAN RESTAURANT

SET-UP TIME: _____a.m/p.m to _____a.m/p.m **Number in Attendance:** _____
EVENT TIME: _____a.m/p.m to _____a.m/p.m
CLEAN-UP TIME: _____a.m/p.m to _____a.m/p.m **Total Hours:** _____

Note: Rental Hours must include all time needed for decorating/set-up, "main event" and clean up.

Fees will not be refunded for time not used. Reserved time should be chosen carefully. Changes may be subject to additional charges.

How many tables required? _____ How many chairs required? _____ (Each table can seat 8 -10 people)

Will alcohol be served? Yes ☐ No ☐ Will alcohol be sold? Yes ☐ No ☐ **If yes, you must obtain an A.B.C. permit**

Will food be served? Yes ☐ No ☐ Will there be music? Yes ☐ No ☐ If yes, Live Band ☐ DJ ☐ Recorded ☐

Is there admission to attend event? Yes ☐ No ☐

Will you have Vendors and/or booths at the event? Yes ☐ No ☐

Will you bring in any additional equipment and/or decorations? Yes ☐ No ☐ If so, please describe and include person (s) delivering and when. _____

Fax completed form to 925.685.0849 or email to: latapatiaconcord@gmail.com : Please call Lisa @ 925.685.1985 to verify receipt Monday - Friday 10am -6pm