Monday Club Facility
Application to Reserve

1800 Riverwalk Drive, Fortuna, CA 95540 707-725-7572 Fax 707-725-7575

***Name / Organization Name**	***Contact Person**	***Address**	***E-Mail**
***Phone**	***Fax**	***Cell**	***Pager**
***Type of Event**	***Day of Week** *Circle* **Sun. Mon. Tues. Weds. Thurs. Fri. Sat.**		***Date of Event**
Event Time **_____ to _____**	**Set up Time**	**Departure Time**	**Non Profit Y or N** **If Yes** **#_____** IRS Code 501 (c)
***Attendance _____** (approx.) **Is there an admission fee for this event? Y or N**	**Caterer if Applicable _____** **TBD** **Is your Caterer Providing Linen If Applicable Y or N** **Comments:_____**		**Audio/Visual Requests TBD** **_____** **Is there Alcohol Being Served At Your Event Y or N** **Is Alcohol Being Sold Y or N** **If Yes, By Whom_____**

Room Set Up –Please Provide Details

_____

Rental Fees: $250.00 **Non Profit $200.00**

Per/Noise Ordinance :Sun.-Thurs. Out of Building by 8p.m. Fri.-Sat. Music off by 8p.m., out of Building by 10p.m.

Please Note* A deposit of $150 ($100. Non Profit) is required at the time of the reservation. It is to secure your date. If cancellation occurs and the River Lodge is **able** to re-rent the facility you will be reimbursed your deposit, less a $50 processing fee. If the River Lodge is **unable** to re-rent the facility, you will forfeit your deposit in its entirety. The City requires proof of insurance with the minimum coverage set by the City's Risk Manager. (Also stated in the Rental Agreement)

Date Application Received_____
Deposit _____
Staff Initial_____
Office Use Only

Please fill in all * areas at the time of application.
All other information can be left blank and updated at a later date.

Facility Address: 610 Main Street, Fortuna, CA 95540