

River Lodge Conference Center 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 <i>Circle</i> Sun. Mon. Tues. Weds. Thurs. Fri. Sat.		*Date of Event
Event Time _____ to _____	Arrival	Departure	Non Profit Y or N If Yes # _____ IRS Code 501 (c)
*Facility Request: <i>Circle</i> Fireside Room Coho Room Chinook Room Steelhead Room Entire Facility Wedding Kitchen Y or N	Caterer if Applicable _____ TBD Is your Caterer Providing Linen If Applicable Y or N Comments: _____ _____ _____		Audio/Visual Requests TBD _____ _____ _____ _____ _____ _____
*Attendance _____ (approx.) Is there an admission fee for this event? Y or N	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 _____ _____ _____ _____			

Please Note* A deposit of \$200 (\$500 Wedding/Receptions) 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 \$100 (\$250 Wedding) 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)

Office Use Only

Date Application Received _____ Deposit _____ Staff Initial _____

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