



# ROOM RESERVATION REQUEST

Community and Cultural Center 17000 Monterey Rd. Morgan Hill, CA 95037  
 P: 408.782.0008 F: 408.779.5450 [www.mhrecreation.com](http://www.mhrecreation.com)

<b>Room(s):</b> <input type="checkbox"/> Hiram Morgan Hill <input type="checkbox"/> El Toro <input type="checkbox"/> Amphitheater <input type="checkbox"/> Madrone <input type="checkbox"/> Machado <input type="checkbox"/> Diana Murphy <input type="checkbox"/> Poppy Jasper <input type="checkbox"/> Mira Monte <input type="checkbox"/> <b>CCC: entire facility</b>  Community Playhouse <input type="checkbox"/> Front Stage <input type="checkbox"/> Full Stage  Council Chambers <input type="checkbox"/> Main Room <input type="checkbox"/> West Conference Rm.	<b>Applicant Status:</b> <input type="checkbox"/> Non-Profit <input type="checkbox"/> M.H. Resident/Business <input type="checkbox"/> Non Resident  <b>Applicant's Name:</b> _____  <b>Organization (if applicable):</b> _____  <b>Address:</b> _____ <b>City:</b> _____ <b>Zip:</b> _____  <b>(Day Telephone #):</b> _____ <b>(Evening telephone #):</b> _____  <b>E-Mail:</b> _____  <b>Alternate Contact:</b> _____ <b>Telephone:</b> _____  <b>Address:</b> _____ <b>City:</b> _____ <b>Zip:</b> _____  <b>E-Mail:</b> _____  <b>Type of Event:</b> _____  <b># of Guests (include children):</b> _____ <b>If a Birthday Party, age:</b> _____  <b>For Public Events:</b> Would you like to advertise your event on our Digital Display Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

**Alcohol and/or dancing requires insurance and security guard(s). All reservations will share the building, restrooms, and parking lot with other events. Kitchen shared between banquet rooms.**

1<sup>st</sup> Choice Event Date: \_\_\_\_\_  
 2<sup>nd</sup> Choice Event Date: \_\_\_\_\_  
 3<sup>rd</sup> Choice Event Date: \_\_\_\_\_

**SET-UP, CEREMONY, EVENT, and CLEAN-UP time are ALL consecutive, BILLABLE hours.**

Set-up: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Meeting: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Ceremony: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reception: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Clean-up: From: \_\_\_\_\_ To: \_\_\_\_\_

Kitchen Use:    Yes    No    Caterer:    Yes    No

Event Open to Public?     Yes    No  
 Serving Food/Beverages?     Yes    No  
 Serving Alcoholic Beverages?     Yes    No  
 Dancing?     Yes    No  
 Music?    Band    DJ    Other: \_\_\_\_\_

Amplified Sound in Amphitheater?    Yes    No

**THESE ITEMS REQUIRE COUNTY PERMITS**

**Sale** of items to the public?     Yes    No  
**Sale** of tickets to the public?     Yes    No  
**Sale** of alcoholic beverages?     Yes    No

**Name of Meeting or Event:**

\_\_\_\_\_

\_\_\_\_\_

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

USER agrees to abide by Community and Cultural Center policies and procedures. USER agrees to protect, defend and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by USER, USER'S agents, officers, employees, subcontractors, or independent contractors hired by USER. The only exception to USER'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY. This hold harmless agreement shall apply to all liability, regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by USER.

USER agrees to pay for additional required insurance coverage and City contracted licensed private security for the event if alcohol is being served or sold, dancing is taking place, or the City determines that additional insurance or security is needed.

I hereby represent that the information contained in this application and its attachments is true and correct and that I have the authority to make this application on behalf of myself or my group.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Application and its attachments serve as your records for your reservation permit.