



CONEJO RECREATION & PARK DISTRICT

APPLICATION FOR NON-PERFORMANCE RENTAL OF HILLCREST CENTER FOR THE ARTS FACILITIES

HCFA STAFF USE ONLY: CURRENT ACCV MEMBER ORG? _____ EXPIRES: _____

Today's Date _____ Organization _____

Type/Name of Activity: _____

Estimated number of people _____

Facility Requested: Large Rehearsal Room Small Rehearsal Room Theatre **Multiple Rooms***

All lines must be completed to process permit

Single Date Time of Use DATE OF SINGLE ACTIVITY _____

Preparation Time: From: _____ To: _____

Program Time: From: _____ To: _____

Clean-Up Time: From: _____ To: _____ Total Hours: _____

*SEE ATTACHED LIST MULTIPLE DATES/TIMES/ROOM

Equipment Request

Number of Chairs _____ Number of Tables _____ Music Stands _____ Piano _____ Other _____

**Please note: User group is responsible for set-up and strike of all equipment unless additional staff assistance is requested and paid for.*

General Information: (every line must be completed)

Alcohol: Sold: _____ Served: _____ Not served by permittee: _____

Admission/Donation Required: None required: _____ If required, amount: \$ _____

How are proceeds to be used? (e.g. defer costs, buy supplies, activities) _____

No Decorations: _____ Yes, type (e.g. streamers, balloons): _____

Is activity open to the public? Yes: _____ (e.g. a festival) No: _____ (guests are personally invited)

(CRPD consists of Newbury Park, Thousand Oaks and the Ventura County portion of Westlake Village)

Is 51% of group comprised of Conejo Recreation & Park District residents? Yes _____ No _____

Is Group a Current Arts Council Member? Yes _____ No _____

HCFA STAFF ONLY: Charge Classification? Class 1- 0%, 2 - 50%, 3 - 75%, 4 - 100%, 5 - Comm, 6 - 150%

Print: Name of representative _____

Print: Address (use organization's, if applicable) _____

Print: City _____ State _____ Zip _____

Phone number _____

Fax number with area code _____

Alternative number (home, cell, pager) _____

Signature of responsible party _____ Date _____

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APPLICATION ONLY, RENTAL REQUESTS WILL BE CONFIRMED IN WRITING BY THE HCFA OFFICE