



1322 O Street, Sacramento, CA 95814

Managed by: Capitol Area Development Authority • Office located at 1522 14th Street Sacramento, CA 95814
Phone: 916-322-2114 Fax: 916-441-1804

RENTAL APPLICATION FORM

Answer All Questions Completely

Applicant Information

Name _____ Driver's License (Required) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Day Phone _____ Cellular Phone _____

Fax Number _____ E-mail Address _____

Is this a company event? Yes ___ No ___

Organization Name and Department _____

Company Address _____

City _____ State _____ Zip _____

Web Address _____ Company Phone # _____

Responsible Party Information

Will you be in attendance at this event? Yes ___ No ___

Are you the responsible party for this event? Yes ___ No ___

IF YOU ARE NOT THE RESPONSIBLE PARTY YOU MUST FILL IN THE FOLLOWING ITEMS:

Responsible Party's Name _____ Driver's License Number _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Cellular _____ Email _____

Name of Alternate Contact Person _____ Phone Number _____

Event Information

*Multiple Dates? (List dates, day of the week and times; attach additional page if necessary)

Type of Event (Please include all information regarding the upcoming event:

Name/Type of Event: _____

Description of Event: _____

Date(s): _____ Hour(s) _____

Bands? _____ Type? _____ How Many? _____

Names of Band _____ Type of Music? _____

Based on CADA's room capacity guidelines, what is the maximum number of people you expect to attend?

Adults _____ Teens _____ Children _____ Total _____

Per Day Attendance (if multiple days) _____

Insurance Coverage:

Addition Insured's include CADA, State of California, City of Sacramento, (Others?)

Joint Sponsors: _____

Number of Concessionaires Requiring Coverage (Food Sales) _____

Number of Concessionaires Requiring Coverage (Non-Food Sales) _____

Number of Exhibitors Requiring Coverage (No Sales) _____

Please provide a separate list of concessionaires and exhibitors to be covered. _____

Will alcohol be consumed at your event? Yes _____ No _____

If yes, will it be sold? Yes _____ No _____

Are you a visual or performing arts agency? Yes _____ No _____

If yes, which art? _____

Are you a non-profit agency? Yes _____ No _____ Non-profit Number _____

* Note: You must provide the current non-profit status document with this application.

Is this event open to the public? Yes _____ No _____

If open to the public, how will it be advertised? _____

Is this event a benefit to the community? Yes _____ No _____

If yes, how? _____

Is this event an educational workshop or seminar? Yes _____ No _____

Event Information continued

Will there be amplified sound at your event? Yes _____ No _____

If yes, explain _____

Does this activity include dancing? Yes _____ No _____

***Note: City noise ordinance hours are 6am – 10pm**

Will food be at the event? Yes _____ No _____ Will it be for sale? Yes _____ No _____

Will it be catered? Yes _____ No _____ What is the caterer's arrival time? _____

If not catered, how will the food be prepared or provided? _____

Will you need the use of the Prep Area? Yes _____ No _____

***Note: An addition cleaning/damage deposit amount will be required if food and/or beverages are served.**

Will you have any need to access electricity? Yes _____ No _____

If yes, explain: _____

Will you be bringing any equipment like coffee pots, TV/VCR, screen, overhead projector, extension cords, service carts? Yes _____ No _____

If yes, what items? _____

*** Note: Our facilities have limited availability of these items. There may be an additional fee for supplied items.**

Do you need any special equipment? Yes _____ No _____

Will money be charged or exchanged? Registration? Tickets? Raffle? Donations? Yes _____ No _____

Explain: _____

Do you need special access for the physically challenged? Yes _____ No _____

Will you need to park adjacent to the building? Yes _____ No _____

Have you been given a diagram for room set-up? Yes _____ No _____

If yes, list type of set-up you require _____

Have you been given a guideline on building procedures and have all your questions been answered?

Yes _____ No _____ Questions _____

Signature of Applicant

Signature of Co-Applicant