



Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

Name of Applicant (s) _____

Phone numbers: Cell _____ Home _____ Email _____

Address _____ Unit # _____

City _____ Zip Code _____

A valid picture I.D. is required at the time of application to verify age and/or residency.

Proof of Signal Hill Residency (if applicable): Driver's License Current Utility Bill Employed in Signal Hill

I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials: DA

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: SHCF & Chamber of Commerce Business Mixer

Event time should reflect setup and cleanup. Please allow a minimum of one hour for cleanup.

Event Date: 4/24/2025 Event Day: Thursday Rental Start time: 2:00pm Rental End time: 9:00pm

Space Requested :

Community Centers

Discovery Well Park Community Center (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Signal Hill Park Community Center (attach room set up diagram) **Capacity: 100**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-10:00pm Friday, Saturday, & Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

Library Community Room (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____
• Small serving kitchen included

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Library Zinnia Courtyard **Capacity: 54**

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Library Community Room & Zinnia Courtyard Capacity: 80

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No

If yes, name of catering company _____

To be confirmed

Will the event include musical entertainment? Yes No

If yes, what type? Band DJ Radio Bluetooth Speaker

Library Learning Center (attach room set up diagram) **Capacity: 35**

Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, & Thursday / 10:00am-5:00pm Wednesday, Friday, & Saturday

Closed on Sundays & Holidays

• Pre-packaged snacks and bottled drinks only

Signal Point Terrace (attach terrace set up diagram) **Capacity: 160**

Available Rental Times: 8:00am-8:00pm Monday – Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No

If yes, name of catering company _____

• Small serving kitchen included

Use of sound system? Yes No

*** Existing speaker for sound only & microphone use. No live music or DJ permitted on Signal Point Terrace.

EXPECTED ATTENDANCE: Adults 80 Children _____ Total Attendance 80

Is the public invited? Yes No

Will admission/donations be charged/accepted? Yes No

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide and enforce the rules, regulations and policies governing the facility as set forth by the City of Signal Hill.

SIGNATURE OF APPLICANT: _____

DATE: 1/15/2025



Signal Hill Community Foundation
2175 Cherry Avenue
Signal Hill, California 90755-3799

A registered 501 (c) (3) Tax ID # 91-2057104

Board of Directors

January 10, 2025

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President
City Council Representative

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Vice President/Treasurer
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Board Member
EDCO/Signal Hill Disposal

Hannah Rausch
Board Member
Signal Hill Resident

Yvette E. Aguilar
City Liaison
Community Services Director

Dear Mayor and City Council Members,

Thank you in advance for your time and consideration regarding our proposal for the Signal Hill Community Foundation's Business Mixer Event on Thursday, April 24, 2025 from 5:00 p.m. – 7:00 p.m.

The Signal Hill Community Foundation's goal is to promote relationships with community members and businesses to raise awareness and engagement to support community programs and events. The Foundation has contacted the Signal Hill Chamber of Commerce and confirmed that this event will also be beneficial to the business community.

To ensure the success of this event, the Foundation is requesting support from the City to generously supply the following essential services and equipment.

- Use of the Signal Hill Zinnia Courtyard from 2:00 p.m. to 10:00 p.m.
- 10 Tables and 20 Chairs, in addition to the existing furniture in the Zinnia Courtyard.
- Podium
- City personnel to set up and break down equipment.
- Permit live background music, a maximum of 4 musicians, to be played in the Zinnia Courtyard during the event.
- Allow appetizers and beer/wine to be served.

We thank you for your consideration and support.

Sincerely,

