



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 Signal Hill

Zip Code 90755

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 Gala Fundraiser

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

Event Date: 10/18/24 Event Day: Friday Rental Start time: 12.00 noon Rental End time: 10.00 pm

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

in process

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 150 Children _____ **Total Attendance** 150

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: 02/21/24



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

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

Board of Directors

February 21, 2024

Keir Jones
President
City Council Representative

Dear Mayor and City Council Members,

Dennis Apodaca
Vice President/Treasurer
Metro Shelving Products

Thank you in advance for your time and consideration regarding our proposal for The Signal Hill Community Foundation's Gala Fundraiser on Friday, October 18, 2024, from 5:00 p.m. – 9:00 p.m.

Andrew Zacharias
Secretary
The Jewel Box Children's Theater Company

Following the success of the past year's Inaugural Gala Fundraiser, the foundation is planning a second annual Gala event. Guests will enjoy a happy hour, including wine and tray passed appetizers, followed by a light buffet dinner and awards, celebrating several Signal Hill community members for their contributions to our City.

Alex Carnino
Board Member
Signal Hill Petroleum

We plan to have 150 guests and hope to raise \$10,000 to support the continued efforts of the Foundation's many community programs and events.

Albert Chang
Board Member
Signal Hill Resident

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

Pam Dutch Hughes
*Parks and Recreation
Commissioner Representative*

Daritza Gonzalez
Board Member
Signal Hill Resident

- 30 Tables and 200 Chairs
- Podium
- Use of both the Signal Hill Community Room and Zinnia Courtyard
- City personnel to set up and break down furniture.
- Permit live music, maximum 4 musicians, to be played in the Zinnia Courtyard during the event.
- Please note that alcohol will be served.

Hannah Rausch
Board Member
Signal Hill Resident

Marty Simonoff
Board Member
EDCO/Signal Hill Disposal

We thank you for your consideration and support.

Yvette E. Aguilar
City Liaison
Community Services Director

Sincerely,

 
Vice President