

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.

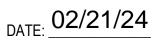
Name of Applicant (s)				
Phone numbers: Cell	Home	Email		
Address		Unit #		
City Signal Hill	<sub>ode</sub> 90755			
A valid picture I.D. is required at the time of applic Proof of Signal Hill Residency (if applicable): I certify that I am a resident of Signal Hill and the if I am found to be renting the facility for a non- → Initials: DA Refundable damage deposit with Description of Event: SHCF Gala Function	Driver's License at I will be onsite at th resident, the non-resid Il be mailed to the addu	Current Utility Bill e event for the entire dura ent fees will be deducted	tion of the event. I understand that from my deposit.	
Event time should reflect setup and cleanup. <i>Please allow a minimum of one hour for cleanup.</i>				
Event Date: <u>10/18/24</u> Event Day: <u>Fr</u>			•	
Space Requested <b>⊠</b> :				
Community Centers				
Discovery Well Park Community Center	(standard room set up 6	Fround tables and 36 chairs	diagram) Only 36 seating max	
Will food be served? $\Box$ Yes $\Box$ No (no red fo	od/drink)			
Will event be professionally catered? $\Box$ Yes		, name of catering company	۷	
Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Sp 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, & S				
Will food be served? □ Yes □ No (no red food/drink)				
Will event be professionally catered?		name of catering company		
Will the event include musical entertainment?				
***Room & carpet condition has been viewed INITIALS:				
Library Facilities				
Library Community Room (attach room se Available Rental Times: 8:00am-10:00pm Mon Will food be served? I Yes I No (no red fo Will event be professionally catered? I Yes • Small serving kitchen included	day, Tuesday, Wednesd ood/drink) □ No If yes,	ay, Thursday / 8:00am-11:0	0pm Friday, Saturday, Sunday	
Will the event include musical entertainment?	⊥ res ■ NO ITyes,	what type?  Band  UDJ	П капо П вилетооти Sbeaker	
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)			у	
Will event be professionally catered? $\Box$ 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	

	<u>Library Community Room &amp; Zinnia Courtyard</u> <i>Capacity: 80</i> 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?	If yes, name of catering company in process			
		If yes, what type?			
	<ul> <li>Library Learning Center (attach room set up diagram) Capacity: 35         Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, &amp; Thursday / 10:00am-5:00pm Wednesday, Friday, &amp; Saturday             Closed on Sundays &amp; Holidays             • Pre-packaged snacks and bottled drinks only     </li> </ul>				
	<u>Signal Point Terrace</u> (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				
	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					
ls	the public invited? Yes No Will admission/donat	ions 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: \_\_\_





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

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

## **Board of Directors**

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Daritza Gonzalez Board Member Signal Hill Resident

Hannah Rausch Board Member Signal Hill Resident

Marty Simonoff Board Member EDCO/Signal Hill Disposal

Yvette E. Aguilar City Liaison Community Services Director February 21, 2024

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 Gala Fundraiser on Friday, October 18, 2024, from 5:00 p.m. – 9:00 p.m.

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.

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.

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

- 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.

We thank you for your consideration and support.

Sincerely,

