

FACILITY USE
APPLICATION

THE EMORY

1028 W Yosemite Ave (next to Hafers Furniture)

Manteca, Ca

209-603-4255

Date of use _____

Time you wish to enter _____

Time your function begins _____

Time your function ends _____

Applicant
name _____

Home phone _____

Cell Phone _____

Home address _____

City _____ Zip Code _____

Type of event _____

Number of people expected Youth (under 21) _____ Adults _____
Total _____

Will food be served Y N If yes, please describe _____

Will caterer be used Y N

RENTER MAY PROVIDE THEIR OWN FOOD, NO CATERER REQUIRED

THERE IS AN OUTDOOR COOKING AREA AVAILABLE FOR RENTER USE

Will there be music and dancing at the event? YES _____ NO _____

If there is alcohol and dancing at your event there must be UNIFORMED, LICENSED security guards on site. The Emory has Security companies to recommend.

DEPOSIT \$ _____ (SEE ATTACHED FOR CLEANING, DAMAGE DEPOSITS).

BALANCE DUE \$ _____ (DUE 30 DAYS PRIOR TO EVENT)

Most private events do NOT require additional permits or licenses. If the event is open to the public, and or there is an admission fee, it is the responsibility of the renter to obtain and provide copies of all required permits and licenses to The Emory 7 days prior to event. Failure to do so will result in cancellation of event and loss of rental fee.

All events MUST end by 12:00 am unless written approval is provided.

MOST events require a ONE day insurance policy of \$500,000 naming The Emory as co-insured. Most homeowners policies can provide a policy. If renter cannot provide insurance, The Emory may be able to provide a waiver or policy for a fee.

The below signed agrees to all of the above and understands that failure to provide any of the above at the time required will result in loss of deposit and or rental fee.

Renter Signature _____

Print Name _____

Date Signed _____

MAILING ADDRESS FOR THE EMORY

**THE EMORY
P.O. BOX 902
MANTECA, CALIF
95336**