



Community Center Rental Application

Required for all Community Center Reservations:

1. This Application
2. Certificate of Insurance:
 - All users are required to provide certificate of insurance endorsing the City of Seal Beach as additionally insured, listed as: **City of Seal Beach, 211 8th St, Seal Beach CA 90740**. General Liability Policy must additionally insure the City for \$1,000,000 per incident/\$2,000,000 aggregate. City may require additional insurance based on activity.

Application Information:

Name : _____

Organization Name (If Applicable): _____

Street Address: _____

City/State/Zipcode: _____

Primary Phone: _____ Email Address: _____

Requested Event Information:

Facility Requested (Choose Below):

☐ Marina Center ☐ North Seal Beach Center ☐ Senior Center ☐ Fire Station 48 Community Room

Requested Dates: _____

Requested Times (Setup Start to Breakdown End): _____

Anticipated Attendance: _____

Check all that applies to this event:

☐ Alcohol Served (Beer & Wine Only)* ☐ Fundraiser ☐ Food/beverages will be served

*Please note that presence of alcohol will require two staff members and a higher deposit. See Fee Schedule.

Equipment/Amenity Requested:

☐ Kitchen ☐ Tables/Chairs ☐ TV (SC, SBTPC & Com Rm Only) ☐ PA System
☐ Projector (MCC & Com Rm Only) ☐ Podium (MCC & SC Only) ☐ Stage (MCC Only)

Activities Requested:

☐ Live Band - Special Event Permit Application will be required

☐ DJ: Company/Contact: _____

☐ Caterer: Company/Contact: _____

Facility Event/Usage Details: _____



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Fee Schedule 2025-26	Resident Activities	Non- Resident activities	Commercial or profit-making activities	Non-Profit/ Resident Meetings of Civic/Service	SBTPC Clubhouse Member Activities
Refundable Deposit: Small Group (0-75) and No Alcohol Large Group (75-150) or With Alcohol	\$250 Flat Rate \$500 Flat Rate	\$250 Flat Rate \$500 Flat Rate	\$250 Flat Rate \$500 Flat Rate	N/A	See SBTPC Application
Hourly Room Rental Rate Main Room Small Room	\$40/hour \$29/hour	\$63/hour \$46/hour	\$125/hour \$63/hour	N/A	See SBTPC Application
Hourly Staff Rate: Small Group & No Alcohol Large Group or With Alcohol	\$32/hour \$64/hour	\$32/hour \$64/hour	\$32/hour \$64/hour	N/A	See SBTPC Application
Contracted Cleaning Rate	\$200 Flat Rate	\$200 Flat Rate	\$200 Flat Rate	\$172 Annual Rate	\$200 Flat Rate
Proof of Certificate of Insurance with City as Additionally Insured	Must Be Provided	Must Be Provided	Must Be Provided	Must Be Provided	Must Be Provided

Please initial each section indicating that you have read and understood the **Community Center Rental Information Packet** in its entirety. By initialing each section, you are confirming that all your questions/concerns regarding the rental information have been addressed by a member of the Community Services Department staff.

_____ General Information
_____ Facility Rental Requirements
_____ Reoccurring Reservations
_____ Hours of Operation
_____ Refundable Security Deposit
_____ Youth Events
_____ Special Event Permit Requirements
_____ Service of Alcoholic Beverages
_____ Set-Up & Clean-Up
_____ Kitchen
_____ Facility Keys
_____ Additional Rules and Regulations

Select Method of Payment:

☐ Cash ☐ Credit Card ☐ Check #: _____ (Payable to: City of Seal Beach)

Note: Credit card information will not be accepted via phone or email, nor should it be written down anywhere. All credit card payments shall be done in person or online.

I _____ individually and/or on behalf of the named organization, agrees to defend, indemnify and hold harmless the City of Seal Beach and its officers, employees, and agents harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with the use of City recreational facilities regardless of whether the City was actively or passively negligent, either solely or contributory in connection with such liability. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our organization to the premises.

SIGNATURE _____

DATE _____

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