



# Facility Use & Rental Application

1600 Grand Avenue, Diamond Bar, CA 91765  
 Phone: 909.839.7070 Fax: 909.612.4580  
 Mailing address: 21810 Copley Drive, Diamond Bar, CA 91765

<b>Responsible Person:</b>		<b>Organization/Business:</b>	
<b>Address:</b>		<b>City:</b>	<b>Zip:</b>
<b>Home/Cell phone:</b>		<b>Email:</b>	
<b>Date(s) requested:</b> _____			
<b>Event hours:</b> Begin set up: _____ Actual event time: Start: _____ End: _____ Clean up hour: _____ <b>Total Hours:</b> _____			
<b>Purpose of Use:</b>			
<input type="checkbox"/> Seminar/Conference <input type="checkbox"/> Wedding/Anniversary <input type="checkbox"/> Quinceanera/Birthday Party <input type="checkbox"/> Graduation <input type="checkbox"/> Banquet <input type="checkbox"/> Baby/Bridal Shower <input type="checkbox"/> Other _____			
<b>Expected Attendance:</b> Adults: _____ Youth: _____ <b>Total:</b> _____		<b>Open to Public?</b> Y / N	
<b>Admission charged?</b> Y / N		<b>Merchandise to be Sold?</b> Y / N	
<b>Any Animal(s) Present?</b> Y / N if Yes to any, give specific examples:			
<b>Alcohol Beverages to be Served?</b> Y / N		<b>Sold?</b> Y / N	
<b>Tea light candles to be used in decorations?</b> Y / N			
<b>Name of Alternate Contact</b> <i>(person authorized to act as representative for renter, i.e.: event planner)</i>			
<b>Phone:</b>		<b>Email:</b>	
<b>Name of Honorary Guest(s)</b> <i>(Bride/Groom, Miss Quince, Retiree)</i>			
<b>How did you hear about us?</b>			
<input type="checkbox"/> Newspaper/Magazine <input type="checkbox"/> Website <input type="checkbox"/> Family/Friend <input type="checkbox"/> Prior attendance <input type="checkbox"/> Resident <input type="checkbox"/> Live nearby <input type="checkbox"/> Other _____			

## Heritage Park Community Center

- Community Room**  
Capacity: Dining 110 / Theater 206  
\*\*\*Table, Chairs, Podium, Microphone & Ion Box

## Pantera Park *(No Alcohol Allowed)*

- Activity Room**  
Capacity: Dining 50 / Theater 107  
\*\*\*Tables & Chairs

## Diamond Bar Center

\*\*\*Tables, Chairs, Podium, Internet, Easels, Flags, 1 Microphone, Stanchions, Screen, and Table Signs.

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|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Entire Grand View Ballroom (GVB)</b><br/>Capacity: Dining 438 / Theater 822</li> <li><input type="checkbox"/> <b>2/3 GVB- circle one:</b> (AB) or (BCDE)<br/>Capacity: Dining 288 / Theater 541</li> <li><input type="checkbox"/> <b>1/3 GVB- circle one:</b> (A), (B), or (CDE)<br/>Capacity: Dining 133-155 / Theater 250-291</li> <li><input type="checkbox"/> <b>1/5 Room- circle one:</b> (C), (D), or (E)<br/>Capacity: Dining: 46-53 / Theater 87-100</li> <li><input type="checkbox"/> <b>Catering Kitchen</b><br/>Warming ovens, refrigerator, freezer, ice<br/><i>(No Cooking Allowed)</i></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAPLE ROOM</b> (Multipurpose)<br/>Capacity: Dining 32 / Theater 60</li> <li><input type="checkbox"/> <b>OAK ROOM</b> (Hard Wood Floors)<br/>Capacity: Dining 100 / Theater 185</li> <li><input type="checkbox"/> <b>PINE ROOM</b> (Designated Senior Room)<br/>Capacity: Dining 66 / Theater 120</li> <li><input type="checkbox"/> <b>SYCAMORE ROOM</b> (Multipurpose with outdoor patio)<br/>Capacity: Dining: 60 Theater: 100</li> <li><input type="checkbox"/> <b>Outdoor Usage</b><br/>Ceremony Oval or Designated Outdoor Area<br/><i>(Chairs not included for use on grass areas)</i></li> </ul> |
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\*\*\* Equipment listed is included in the room rental fee. Items are available on a first-come, first-served basis. For additional rental equipment packages available for Diamond Bar Center Rentals Only. See page 2 of the application. You must provide linens, cutlery and all other items. A replacement fee will be assessed if equipment is damaged or destroyed.

## Diamond Bar Center Package Options:

**Reception Package A:**

Includes Dance Floor up to 1000 sq. ft. and any other equipment offered by the City.

**Reception Package B:**

Includes Dance Floor up to 500 sq. ft. and any other equipment offered by the City.

**Reception Package C:**

Includes Dance Floor up to 250 sq. ft. all equipment offered by the City.

**Business Meeting Package A:**

Includes all equipment offered by the City except the dance floor and bar(s).

**Business Meeting Package B:**

Includes all equipment offered by the City except the dance floor, bar(s), and LED lights.

*A full list of equipment offered by the City is available upon request.*

**THE UNDERSIGNED** hereby states, under penalty of perjury of the laws of the State of California, that (s)he is the person duly authorized to make and sign this application, and that (s)he has read and understands the Facility Use Policies and Procedures of the City of Diamond Bar pertaining to the use of Diamond Bar Center. A copy of which is available upon request.

**FURTHER, THE UNDERSIGNED ACCEPTS AND AGREES AS FOLLOWS:**

- To comply with all laws, policies, rules and regulations of the City of Diamond Bar pertaining to the use of City facilities and to hold the City of Diamond Bar harmless from any liability or damage to persons or property which may occur due to such use.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any expenses or loss incurred by said City as a result of non-compliance with any of the approved terms of this permit.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any loss or damage to City Property caused by use of such property, ordinary wear, and tear expected.

**Indemnification Clause** – To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

\_\_\_\_\_  
Signature of Authorized Applicant

\_\_\_\_\_  
Date

**For Staff Use Only:**

**Renter Qualifies for the following Group Rates;**

- A (City)     B (Senior Club)     C (Gov/Non-Profit)     D (DB Res)     E (Non Res/Bus)

Form of Proof Provided: \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_