

JAPANESE CULTURAL AND COMMUNITY CENTER OF NORTHERN CALIFORNIA RENTAL PROPOSAL

Rental proposal between the Japanese Cultural and Community Center of Northern California, hereinafter referred to as JCCCNC, and Renter (Organization): _____ Date of event: _____

Authorized Representative:(Contact Person) _____

Address: _____

Billing Address (if different): _____

Telephone: (Day) _____ (Evening) _____

(Cell) _____ (E-mail) _____

All communications with the JCCCNC regarding this proposal shall be made only through the authorized representative named above.

Purpose/Type of Event _____

How many will attend? _____ Will food be served? _____ Will alcoholic beverages be served? _____

Renter requests the use of the following described property and premises for the dates and under the terms and conditions specified:

ROOM	DESCRIPTION (i.e., lecture, meeting, party-be specific)	HOURS	Including set-up and clean-up
<input type="checkbox"/> ISSEI MEMORIAL			
<input type="checkbox"/> KITCHEN			
<input type="checkbox"/> GYM			
<input type="checkbox"/> CONF ROOM 1			
<input type="checkbox"/> CONF ROOM 2			
<input type="checkbox"/> EXHIBIT HALL			
<input type="checkbox"/> ART ROOM			

***ADDITIONAL EQUIPMENT:**

*additional fees

- | | | |
|---|--|---|
| <input type="checkbox"/> PA System (w/speakers) | <input type="checkbox"/> Microphone(s) _____ | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> Risers _____ | <input type="checkbox"/> Microphone Stand(s) _____ | <input type="checkbox"/> Video Projector/Screen |
| <input type="checkbox"/> Television | <input type="checkbox"/> Podium | <input type="checkbox"/> Tables _____ |
| <input type="checkbox"/> VCR | <input type="checkbox"/> Hot Water Boiler _____ | <input type="checkbox"/> Chairs _____ |

NOT permitted at the JCCCNC:

- Candle burning
- Alcohol not allowed without a valid permit
- Incense burning
- Hanging of any type on pipes

- Nails/duct tape on walls, floors, ceilings, etc.
- Moving of furniture
- Loud music after 10 pm