



# Multi-Purpose HALL Rental APPLICATION FORM

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## TO BOOK AN EVENT: TURN-IN FORM & RENTAL FEE .

EFFECTIVE IMMEDIATELY FOR ALL FUNCTIONS--  
**ALL ACTIVITIES MUST TAKE PLACE INSIDE THE HALL**

Please check what items you wish to rent (no extra charge):

- Multi-purpose Hall  
 OCIF Hall Tables/ benches  
 \_\_\_\_\_ Maximum of 2 Soda Cooler(s)

EVENT Date: \_\_\_\_\_

How many guests are you anticipating? \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Hours: from \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.

**DESCRIBE the purpose of rental:**

**Describe Special Set-Up Requests:**

Is this for a private function?: YES/NO (includes banquets, walimas, showers, receptions, celebrations, fatihas, etc.)

Unless you will be directing the room set-up, please provide us with a diagram detailing what you would like.

**Maximum of 25 chairs are allowed inside the prayer hall for elders. No Food is allowed at any time inside the prayer hall.**

Please check any equipment you will need to rent (other than tables and chairs):

- Television 27"       DVD       Projector       White Board  
 Portable PA       CD Player       Overhead Projector       Coffee Urns (100-cup capacity) \_\_\_\_\_  
 Other \_\_\_\_\_

## RENTAL HOURS:

**Sat & Sun 3:00 p.m-7:00 p.m.**

Weekdays might be offered upon office approval.

**FEES:** A payment of fifty (50) percent is required to reserve the room. The final payment is due a minimum of 24 hours prior to the event date.

## MULTI-PURPOSE ROOM RENTAL:

- Minimum of \$ **350.00** is required for first four (4) hours; **\$50.00** for each additional hour. This fee will reserve your right to rent the hall for 4 hours including tables/chairs set-up for maximum capacity of 200 guests.

- Total of **\$175.00** for 2 hours with no food serving.

- The custodian is required to be on premises during the event. **Custodian Fee: \$25/hour**

**CANCELLATION:** A full refund will be issued if the rental is cancelled (2) business days BEFORE the date of the event; if cancelled within less than (2) business days, a refund of seventy-five (75) percent of the total rental fee will be issued.

**REFUNDABLE SECURITY DEPOSIT: \$ 250** for the multi-purpose room, in the event of minor damage caused during the event. Allow 2 weeks to refund deposit. RESERVATIONS MAY BE MADE AS EARLY AS SIX MONTHS PRIOR TO THE EVENT.

**NO COMMERCIAL USE • ABSOLUTELY NO ALCOHOL • NO SMOKING • NO MUSIC  
NO DANCING • NO POLITICAL FUNCTIONS**

## ROOM RENTAL FEES

Multi-purpose Room Rental (minimum to rent- first four hours) Includes in-house chairs/tables, set up of chairs/tables, and partial room set-up & clean-up			<b>\$350.00</b>
Additional Room Rental Time (time that exceeds initial four-hour room rental)	\$ 50.00/hour	# of hours	\$
Required Custodian Fee <u>Custodian Duties</u> : Setting tables, cleaning bathrooms, trash pick up, floor cleaning.	\$ 25/hr		\$

## EQUIPMENT RENTAL FEES

Television 27"	\$ 5.00	YES/NO	\$
DVD	\$ 20.00	YES/NO	\$
Big Screen T.V. LCD Projector	\$ 75.00	YES/NO	\$
Coffee Urn 100-cup capacity	\$ 5/urn	# of urns	\$
Portable PA	\$ 15.00	YES/NO	\$
CD Player	\$ 20.00	YES/NO	\$
Overhead Projector	\$ 15.00	YES/NO	\$
White Board	\$20.00	YES/NO	\$
Dry Erase Markers	\$ 2/marker	# of markers	\$
Other			\$

## REFUNDABLE SECURITY DEPOSIT FEES

Fee will be refunded ONLY if property has not been damaged	<b>\$ 250.00</b>
<b>TOTAL RENTAL &amp; SECURITY DEPOSIT FEES</b>	<b>\$</b>

I, the undersigned, have carefully read this contract; understand the terms of the agreement; have received, read, and understood the "Room Rental Rules & Regulations;" and agree to fully comply with OCIF, the Board of Directors, and the Functions Committee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

## FOR OFFICE USE ONLY

Name of Applicant \_\_\_\_\_ Date of Function \_\_\_\_\_

Total RENTAL Amount Paid \$ \_\_\_\_\_ Total SECURITY Amount PAID \$ \_\_\_\_\_

Payment Made By:  Cash RENTAL Receipt # \_\_\_\_\_ SECURITY Receipt # \_\_\_\_\_  
 Check RENTAL Check \$ \_\_\_\_\_ SECURITY Check # \_\_\_\_\_

Credit Card  Visa  MasterCard  Discover Card

RENTAL Transaction# \_\_\_\_\_ SECURITY Transaction# \_\_\_\_\_

\_\_\_\_\_  
PRINT Name of Receiving Staff Member

\_\_\_\_\_  
Receiving Staff Member Signature