

**MONTEREY COUNTY FAIR & EVENT CENTER
ROOM RENTAL APPLICATION**

(Contract to follow)

831.372.5863 phone

831.372.8248 fax

events@montereycountyfair.com email

As of 2/22

NOTE: All fees & paperwork are due two (1) month before the event.

****For Meetings and Celebrations of Life all fees & paper work are due (2) weeks before the event.****

Today's date _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone # _____ **Phone #** _____ **Email:** _____

Business Name (if applicable): _____

Facility Requested: _____

Monterey Rm/Kitchen – 400 max Salinas Rm – 400 max King City - 400 max Seaside Rm/Kitchen – 300 max **(Capacities include children)**

Type of Event: _____

Date of Event: _____

Actual Time of Event: _____ am/pm to _____ am/pm **Midnight (12am) is the latest end time.**

Business events only; open Room on day of event at: _____ am / pm

Date/Time for decorating/set-up: (based on availability)

- Decorating time is free the day of event
- Decorating rates for the day before event (if available) - \$500.00: 9 AM – 11PM OR \$150.00: 4 PM – 11 PM
(CIRCLE ONE IF APPLICABLE)

Decorating/setup Date Requested: _____ (not guaranteed)

Decorating/setup Time Requested: _____

_____ Meetings in Seaside Room (Includes tables, chairs, wireless internet & P/A system) - \$299.00

****Only valid Monday – Thursday from 8 AM – 5PM****

_____ Celebrations of Life in Seaside Room (Includes kitchen, tables, chairs) - \$299.99

_____ # of Chairs requested (Monterey, Salinas & King City - 400 max. / Seaside Room – 300 max \$1 each)

If Chairs are client supplied, MCF&EC will not set up or tear down, must be removed night of event

_____ # of 60" OR 72" Round tables requested- (Seats up to 8 - 10guests each- \$11 each)

If Tables are client supplied, there will be a surcharge of \$3.00 per table – MCF&EC will not set up or tear down, must be removed night of event

_____ # of Food Table(s) (\$11 each)

_____ # of Cake Table(s) - RECTANGULAR or ROUND **(Please circle one)** (\$11 each)

_____ # of Gift Table(s) (\$11 each)

_____ # of Cocktail Tables – 30" round & 30" or 42" tall - \$11 each (Limited Quantity) (\$11 each)

What style would you like the room set up: Theater / Classroom / Banquet (Circle One)

Do you need an area for a dance floor? Y N

Would you like to use our portable stage? Y N (Rental Fee applies)

Would you like to use our P.A. system? Y N (Only in Seaside Room - Sound system with microphone, fees apply)

Would you like to use our Podium? Y N

Is this event open to the public? Y N

Is this event a fundraiser? Y N

Will there be an admission charge? Y N Amount: \$ _____

Will food/refreshments be served? Y N

Will alcoholic beverages be served? Y N

**All Alcohol must be purchased from Grandma's Kitchen Catering

**For events with alcohol, 2 Security Guards for every 100 guest are required.

Will alcoholic beverages be sold? Y N

**All Alcohol must be purchased from Grandma's Kitchen Catering

Will decorations be used? Y N

NO CANDLES or CONFETTI (see MCF&EC Terms Rules and Regulations regarding specific decorating requirements)

To Reserve Room by Visa, Master Card or Discover: Reservation fee \$500.00 (minimum)
Meetings & Celebrations of Life \$299 reservation fee

CC#: _____ **Exp Date:** _____ **CSV#:** _____

Amount to charge: \$ _____ (please print clearly)

Signature: _____ **Date:** _____

(SIGNATURE FOR CREDIT CARD PROCESSING ONLY – CONTRACT TO FOLLOW)