

MONTEREY COUNTY FAIR & EVENT CENTER ROOM RENTAL APPLICATION

(Contract to follow)

831.372.5863 phone

Email application to:

events@montereycountyfair.com

NOTE: All fees & paperwork are due at least 1 month prior to event.

**Business Meetings and Celebrations of Life: All fees & paperwork due 2 weeks prior to 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 listed are for Banquet/ Classroom set up. For info on theater set-up contact our Events staff)

***Special Rates ***

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

** Meeting rate valid Monday – Thursday from 8 AM – 5PM**

_____ Celebrations of Life in The Seaside Room (Includes kitchen, tables and chairs) - \$299.00

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 – ½ Room Rate: 9 AM – 11PM **OR** \$150.00: 4 PM – 11 PM

Decorating/Setup Date and Time Requested: _____

**** TABLES (\$11 each) and CHAIRS (\$1 each) ****

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

If Tables are client supplied, there will be a surcharge of \$3.00 per table –

We will not set up or tear down, must be removed night of event

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

_____ # of 5' **OR** 6' Round Tables (Seats up to 8 or 10 guests each) **(Please circle one)**

_____ # of Cake Table(s) - 6' rectangular **OR** 5' round **(Please circle one)**

_____ # of Gift Table(s) - 6' **OR** 8' rectangular **OR** 5' round **(Please circle one)**

_____ # of Food Table(s) - 8' rectangular

_____ # of High Cocktail Tables – 30" round & 42" tall - (8 available)

_____ # of Short Cocktail Tables – 30" round & 30" tall

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

Do you need the use of a kitchen? Y N (Rental Fee applies)

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 (Monterey & Seaside Rooms - fees apply)

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

Will decorations be used? Y N **NO CANDLES - NO CONFETTI - NO NAILS**
(see Terms Rules and Regulations regarding specific decorating requirements)

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 through Grandma's Kitchen Catering Bar Services****
****For events with alcohol, 2 Security Guards for every 100 guests are required****

Will alcoholic beverages be sold? Y N

****All Alcohol must be sold through Grandma's Kitchen Catering Bar Services****

Will there be vendors at this event? Y N

If yes, how many? Food vendors - _____ All other vendors - _____

To Reserve Room by Visa, Master Card or Discover: Reservation fee \$500.00 (minimum)

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

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

Signature: _____ **Date:** _____

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