

Event Services/Equipment Form

Event Date: _____	Client Name: _____
Facility Start Time: _____	Facility End Time: _____

Contact Information

Event Service Company: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

***Please attach proof of insurance listing the City of Newport Beach as additionally insured. The address is 100 Civic Center Drive Newport Beach, CA 92660.**

Day of the Event

Main contact (present at the event, delivery person, etc.): _____

Estimated arrival (drop off) time: _____ Estimated departure (pick up) time: _____

Please provide a detailed description of the services you are providing for this event (including any equipment you plan on bringing to the facility): _____

Facility Agreement

Please read the following:

- I understand that we will be allowed in the facility and required to vacate the facility at the times agreed upon by our client's contract (times listed above)
- I understand that we are responsible for removing all event supplies and equipment from the facility before the facility end time agreed upon by our client's contract

X _____
Signature of Event Service Contact

X _____
Date

Return form to: OASIS Senior Center
By Mail: 801 Narcissus Ave, Corona del Mar, CA. 92625
By Fax: (949) 640-7364

Licenses Required for Rentals

Business Licenses for Professional Services

All businesses providing catering or event services (DJ, lighting, sound technicians, florists, photographers, etc.) must have a current City of Newport Beach business license on file. A reduced rate is available for businesses that do just one event per calendar year within the City. For more information or to acquire the license, please call our Revenue Division customer service line at (949) 644-3141.

Liability Insurance

All vendors must also provide a Certificate of Liability Insurance listing the City as additionally insured on their policies for the day of the event or rental.

A liability insurance policy (\$1,000,000) is required for all gatherings with alcohol. The City of Newport Beach offers insurance through Alliant Driver Specialty Group upon request. However, you may purchase insurance privately and must provide the City with a Certificate of Insurance listing the City as additionally insured.

Alcohol Permit

Alcoholic Beverage Control (ABC) permits are required for events where alcohol is being sold. Permits are available through the Department of Alcoholic Beverage Control for non-profit organizations and caterers. **Private parties are permitted to serve, but not sell, alcohol without a license.** Private individuals are not permitted to sell alcohol unless a caterer or bartender who possesses an ABC license is contracted. Contact the Dept. of ABC at www.abc.ca.gov or (714) 558-4101 to obtain permit. The City will require a copy of the permit.