

**BUTTE COUNTY VETERANS MEMORIAL HALL**  
Butte County General Services (530) 552-3475, Fax (530) 538-6760  
[VeteransMemorialHalls@buttecounty.net](mailto:VeteransMemorialHalls@buttecounty.net)

**APPLICATION FOR USE OF FACILITY**

**SECTION 1 – To be completed by requestor.**

Veterans Hall Requested:       Chico       Oroville       Paradise

Organization/Group \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

**FACILITIES TO BE USED:**       Auditorium       Meeting Room       Kitchen       Dining Rm/Mezzanine  
 Grounds       Parking Lot

**DAY/DATE REQUESTED:**

**Setup:**      Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Event:**      Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Cleanup:**      Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**TYPE OF ACTIVITY:**       Wedding       Reception       Dinner/Luncheon/Breakfast  
 Dance/Concert       Family Reunion       Anniversary       Bazaar/Market, etc.  
 Class Reunion       Meeting       Community Event       Non-Profit Org.  
 Other (describe) \_\_\_\_\_

**Anticipated Number Attending Event** \_\_\_\_\_

Is Event Open to the Public?       Yes       No       Serving Food and/or Beverages?       Yes       No

Charging Admission?       Yes       No       Serving Alcoholic Beverages?       Yes       No

Accepting Donations?       Yes       No       Selling Alcoholic Beverages?       Yes       No

Selling Goods to the Public?       Yes       No       Using Candles for Decoration?       Yes       No

**FACILITY REQUIREMENTS:**

**HOURS - BUILDING:**      Sunday – Thursday: Function must end by 11:00 pm with clean-up completed by 12:00 am  
Friday & Saturday: Function must end by 1:00 am with clean-up completed by 2:00am

**GROUNDS:**      Daily: Outside activities are limited to the hours between 6:00 am and 10:00 pm

**SMOKING -**      ABSOLUTELY NO SMOKING ALLOWED INSIDE THE VETERANS MEMORIAL HALL, NOR WITHIN 20 FEET OF A MAIN EXIT, ENTRANCE OR OPERABLE WINDOW. (AB 846)

**ALCOHOLIC BEVERAGES –**

1. SECURITY GUARDS may be REQUIRED if selling or serving alcoholic beverages.
2. If required, Renter shall provide a copy of the paid SECURITY AGREEMENT prior to event.
3. If required, Security guards are required ½-hour prior to event and must remain until the end of the event.
4. All alcoholic beverages served or sold, MUST REMAIN ON THE PREMISES.
5. Alcoholic beverages shall not be served, sold or consumed by anyone UNDER THE AGE OF 21 on the premises.
6. Use of alcoholic beverages on the premises must be IN COMPLIANCE WITH THE REGULATIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL.

APPLICANT GUARANTEES THAT ALL INFORMATION PROVIDED HEREIN IS A TRUE AND CORRECT REPRESENTATION OF THE INTENDED EVENT. FALSIFICATION OF ANY DISCLOSURE FOR THE PURPOSE OF AVOIDING THE HIRING OF SECURITY PERSONNEL, MANIPULATING THE COSTS OF RENTAL FEES OR DEPOSITS OR CIRCUMVENTING ANY OF THE OTHER REQUIREMENTS OF THE RENTAL AGREEMENT SHALL RENDER THIS APPLICATION AND ANY SUBSEQUENT RENTAL AGREEMENT VOID WITH FORFEITURE OF ANY PORTION OF THE SECURITY DEPOSIT AS DEEMED NECESSARY. IN THE EVENT THAT THE SECURITY DEPOSIT IS NOT RECEIVED FROM APPLICANT WITHIN SEVENTY-TWO (72) HOURS OF NOTIFICATION OF APPROVAL TO RENT, APPROVAL MAY BE RESCINDED AND THE PREMISES MAY BE RENTED TO ANOTHER PARTY.

SIGNED: \_\_\_\_\_

(Must be 21 years of age or older)

DATE: \_\_\_\_\_

You may fax your signed application to (530) 538-6760 or email it to [VeteransMemorialHalls@buttecounty.net](mailto:VeteransMemorialHalls@buttecounty.net). If you email your application, Butte County may require an original signature on a submitted application at any point during the process.

**UPON COMPLETION OF SECTION 1, REMIT THIS APPLICATION BY EMAIL, MAIL, FAX OR HAND DELIVERY TO:**

**BUTTE COUNTY  
GENERAL SERVICES  
2081 2<sup>ND</sup> STREET  
OROVILE, CA 95965-3413  
PHONE (530) 552-3475 FAX (530) 538-6760  
[VeteransMemorialHalls@buttecounty.net](mailto:VeteransMemorialHalls@buttecounty.net)**

**PLEASE NOTE:** THE VETERANS MEMORIAL HALL COMMITTEES MEET ONCE EACH MONTH. YOUR APPLICATION MUST BE SUBMITTED AT MINIMUM PRIOR TO THE REGULAR HALL COMMITTEE MEETING IN THE MONTH FOR WHICH USE IS INTENDED UNLESS SPECIAL ARRANGEMENTS ARE MADE.

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**SECTION II – For Committee Use Only**

Action by the Veterans Memorial Hall Committee:                      The Request is     Approved     Denied

Reason for denial: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Signature \_\_\_\_\_

(Committee Chairperson or Vice Chairperson)

Date \_\_\_\_\_