

China Place Space Rental Application

1. Rental Group Name:
2. Contact Person:
3. Email address: (if none, use postal address)
4. Phone number(s):
5. Please describe your activities briefly:

6. How many people attending:
7. Will you serve meals? If so, by catering or cooking with HCC kitchen?

Spaces & Equipment interested to use:

- | | |
|--|--|
| <input type="checkbox"/> Upstairs lounge | <input type="checkbox"/> Upstairs classroom |
| <input type="checkbox"/> Downstairs Friendship Hall | <input type="checkbox"/> Upstairs or Kitchen |
| <input type="checkbox"/> Downstairs Kitchen | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> Downstairs' Speakers & Sound system | |

Price may be higher or lower depends on the nature of the event, number of people attending, serving meals by catering or cooking with HCC kitchen, number of hours the event lasts.

Reservation:

Date: _____
Time: _____ (Including set up & clean up times)

Is this a recurring rental?

\$150 refundable deposit applies to all renters. Discounted rental rates are available to HCC partners and some non-profit organizations. Please state in No.5 above if you would like to apply for discount. We will send you a rental agreement once we receive this application. Please feel free to contact Rosa Zhang (rosa@hcchinese.org) for any concern.