



Solano County Events Center Use Agreement Application

601 Texas Street, Fairfield, CA 94533
Phone: 707-784-7900 Email: cecevents@solanocounty.com

Application must be submitted a minimum of 48 hours prior to event date. Incomplete applications may be rejected.
If application is submitted 30 days or more prior to event, all required documentation and fees must be submitted at least 30 days prior to event. If application is submitted less than 30 days from event, all required documentation and fees must be submitted within 24 hours after application is received. A security deposit of \$350 is required to reserve the facilities.

Date of application:	Is this a non-profit or government agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name (individual):	If yes, provide EIN:
Organization (if applicable):	Is this event hosted by a County department? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	If yes, provide below information for verification
Phone:	County contact name:
Email:	County contact phone:
How did you hear about the County Events Center:	

Event Title:			
Reservation Date and Time:			
From _____ (date) _____ AM <input type="checkbox"/> PM <input type="checkbox"/> To _____ (date) _____ AM <input type="checkbox"/> PM <input type="checkbox"/>			
Name of Onsite Contact:		Phone:	Cell:
Reservation for (select all that apply):			
<input type="checkbox"/> Conference Room A	<input type="checkbox"/> Conference Room B	<input type="checkbox"/> Conference Room C	<input type="checkbox"/> Kitchen
<input type="checkbox"/> CEC Grounds	<input type="checkbox"/> Patio	<input type="checkbox"/> Annex Lawn	<input type="checkbox"/> Plaza
Note: Conference Room C, Kitchen, CEC Grounds and Patio can only be rented with Conference Room A or B and only for the same duration of time.			
<input type="checkbox"/> Classroom Style Tables (in-line rectangle)	<input type="checkbox"/> Pod Style Tables (grouped rectangle)	<input type="checkbox"/> Banquet Style Tables (round tables)	<input type="checkbox"/> Special Set-up - attach diagram (additional charges may apply)
Total estimated # of attendees:		# of tables needed:	# of chairs needed:

Is the event anything other than for meeting purposes, or outside of M-F 7:30 a.m.-5:00 p.m. business hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a \$1,000,000 insurance policy will be required.
Will alcoholic beverages be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, an ABC License will be required.
Will alcoholic beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, additional security services may be required.

Email completed form to cecevents@solanocounty.com or drop off at
Solano County Department of General Services, 675 Texas Street, Suite 2500, Fairfield, CA 94533