



# CONEJO RECREATION & PARK DISTRICT

## APPLICATION FOR NON-PERFORMANCE RENTAL OF HILLCREST CENTER FOR THE ARTS FACILITIES

**HCFA STAFF USE ONLY: CURRENT ACCV MEMBER ORG? \_\_\_\_\_ EXPIRES: \_\_\_\_\_**

Today's Date \_\_\_\_\_ Organization \_\_\_\_\_

Type/Name of Activity: \_\_\_\_\_

Estimated number of people \_\_\_\_\_

Facility Requested:  Large Rehearsal Room  Small Rehearsal Room  Theatre  **Multiple Rooms\***

### All lines must be completed to process permit

**Single Date Time of Use DATE OF SINGLE ACTIVITY** \_\_\_\_\_

Preparation Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Program Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Clean-Up Time: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_

\*SEE ATTACHED LIST MULTIPLE DATES/TIMES/ROOM

### Equipment Request

Number of Chairs \_\_\_\_\_ Number of Tables \_\_\_\_\_ Music Stands \_\_\_\_\_ Piano \_\_\_\_\_ Other \_\_\_\_\_

*\*Please note: User group is responsible for set-up and strike of all equipment unless additional staff assistance is requested and paid for.*

### General Information: (every line must be completed)

Alcohol: Sold: \_\_\_\_\_ Served: \_\_\_\_\_ Not served by permittee: \_\_\_\_\_

Admission/Donation Required: None required: \_\_\_\_\_ If required, amount: \$ \_\_\_\_\_

How are proceeds to be used? (e.g. defer costs, buy supplies, activities) \_\_\_\_\_

No Decorations: \_\_\_\_\_ Yes, type (e.g. streamers, balloons): \_\_\_\_\_

Is activity open to the public? Yes: \_\_\_\_\_ (e.g. a festival) No: \_\_\_\_\_ (guests are personally invited)

(CRPD consists of Newbury Park, Thousand Oaks and the Ventura County portion of Westlake Village)

Is 51% of group comprised of Conejo Recreation & Park District residents? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Group a Current Arts Council Member? Yes \_\_\_\_\_ No \_\_\_\_\_

**HCFA STAFF ONLY: Charge Classification? Class 1- 0%, 2 - 50%, 3 - 75%, 4 - 100%, 5 - Comm, 6 - 150%**

Print: Name of representative \_\_\_\_\_

Print: Address (use organization's, if applicable) \_\_\_\_\_

Print: City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Fax number with area code \_\_\_\_\_

Alternative number (home, cell, pager) \_\_\_\_\_

Signature of responsible party \_\_\_\_\_ Date \_\_\_\_\_

**Hillcrest Center for the Arts**  
403 W. Hillcrest Drive,  
Thousand Oaks, CA 91360  
Fax 805-370-1341 Phone 805-381-2747  
Email: [Info@hillcrestarts.com](mailto:Info@hillcrestarts.com)

APPLICATION ONLY, RENTAL REQUESTS WILL BE CONFIRMED IN WRITING BY THE HCFA OFFICE