

NAPREDAK HALL

770 MONTAGUE EXPRESSWAY
 SAN JOSE, CA 95133
 (408) 453-9933
 napredakhall@gmail.com

FACILITY APPLICATION

EVENT NAME:					APPLICATION DATE:			
EVENT INFORMATION								
RENTAL DATE(S) :								
RENTAL TIME(S) :		(Includes Set Up and Take Down)						
TYPE OF EVENT :					Number ATTENDING :			
SPACE REQUIRED: Check all that apply		Inside Hall		Kitchen		Additional Activities? Please list		
		Bar/Lounge						
		Outside Grounds						
EQUIPMENT NEEDS:		Tables				Audio / Visual		
		Chairs						
NOTES:								
LIQUOR SERVICE:		YES		NO				
Hosted Bar:		YES		NO				
CATERING:		YES		NO	COMPANY:			
Contact for Caterer:								
RENTAL INSURANCE		1 day event insurance TBD						
TOTAL RENTAL FEE:								
RENTER INFORMATION								
RESPONSIBLE PARTY:								
CONTACT ADDRESS :				CITY:		ZIP:		
ALTERNATE CONTACT				PHONE:				
GROUP/COMPANY NAME :							Contact:	
ADDRESS :								
CITY :			ZIP CODE :					
PHONE :		RES:		BUS:		CELL:		
EMAIL :								
JUGO-SLAV NAPREDAK SHAREHOLDER?					YES		NO	
SECURITY / CLEANING DEPOSIT								
Paid		DEPOSIT	\$		RECEIPT #			
		LESS DAMAGES	\$		See check in/out report for details			
CHQ #		BALANCE TO RETURN	\$		DATE:			

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Please answer the following questions regarding your event:	YES	NO	Office Use Only
WEDDINGS / FORMAL PARTIES (ALL DAY FORMAT)			
Are you renting at the ALL DAY Event format? (If no, go to Hourly Rentals)			
Will you be having the ceremony on site?			
If Yes - will it be outside or inside? (please circle)			
Will you be having just the reception on site?			
Will you be serving alcohol?			
If Yes - will your bar be hosted?			
If Yes - will it be by the amount or time?			
Will you be providing NON alcohol drinks?			
Will you have entertainment? (ie: DJ, Band, Clown)			
Will you have a decorator?			
Will you need any other equipment?			
If Yes - will you be using outside vendors?			
Will you be planning on using The Grounds?			
INFORMAL PARTIES / HOURLY RENTALS			
How many hours is your event?			
Will you be renting just the Grounds?			
Will you be renting just the Hall?			
Will you be serving food?			
Will you be serving alcohol?			
Will you be using the Kitchen?			
Will you be providing your own NON-alcohol drinks?			
Will you have entertainment? (ie: DJ, Band, Clown)			
Will you need tables / chairs?			
Will you need any other equipment?			
CORPORATE / BUSINESS EVENTS			
Will the event to open to the public?			
Will admission be charged?			
Will the event be a fundraiser?			
Will you be serving food?			
Will you be using the Kitchen?			
Will you be serving alcohol?			
Will your event be an educational/sales/other seminar?			
Will you be selling merchandise?			
Will you need tables / chairs			
NON-PROFIT EVENTS			
Will the event to open to the public?			
Will admission be charged?			
Will the event be a fundraiser?			
Will you be serving/selling food?			
Will you be serving/selling alcohol?			
Will you be using the Kitchen?			
Will you need tables / chairs?			