



Manteca Transit Center Facility Rental Checklist

Event Title	
Event Date	
Rental Hours	
Contact Person	
	Phone: _____ Mobile: _____ Email: _____
Usage	<input type="checkbox"/> Community Room 1 <input type="checkbox"/> Community Room 2 <input type="checkbox"/> Kitchen

Due:	At the time of rental reservation
Submitted	Item
	Completed Rental Application
	Acknowledgement Form
	Payment of full deposit
	Proof of non-profit status (if applicable)

Due:	_____ (20 days prior to event)
Submitted	Item
	Payment of full rental fee
	Certificate of Insurance
	Copy of Liquor Liability Insurance (if applicable)
	Confirmation of Private Security (if applicable)
	Dance Permit

Due:	_____ (10 days prior to event)
Submitted	Item
	Alcoholic Beverage Control (ABC) Permit (if applicable)