

Hutchins Street Square – Rental Application

Client Use:

Today's Date: _____

Contract Name (Client Name): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Event Name/Event Type: _____

****Date of Event:** 1st Choice: _____ 2nd Choice: _____

Desired Hall: 1st Choice: _____ 2nd Choice: _____

****Reservations are on a first pay, first served basis. Your reservation date is not confirmed until request is approved, the deposit is paid, and a contract is signed**

Estimated Head Count: _____

Arrival Time for Set-Up/Decorating (8:00am is Earliest): _____

Arrival Time for Guests/Event Start Time: _____

Departure Time for Guests/Event End Time (11:00pm latest) _____

Departure Time after Clean-Up (1:00am is Latest): _____

Alcohol: Served Sold None (please choose one)

Additional Needs:

- | | |
|--|---|
| ☐ Portable Stage – 24": \$50.00 | ☐ Wi-Fi |
| ☐ Portable Riser – 8": \$50.00 | ☐ Microphone |
| ☐ Projector: \$25.00 | ☐ Rolling Bar: __6ft __8ft |
| ☐ Pipe and Drape: \$50.00 | ☐ Flag Stand |
| ☐ Podium w/ Microphone | ☐ Other: _____ |
| ☐ Other: _____ | |

Office Use:

Deposit Fee: _____

***Rental Fee:** Half Day: _____ Full Day: _____

Event Attendant: (____) _____ am/pm to _____ am/pm (____ hrs.) at \$22/hour = _____

Security Fee: (____) _____ am/pm to _____ am/pm (____ hrs.) at \$36/hour = _____

Porter Fee: (____) _____ am/pm to _____ am/pm (____ hrs.) at \$36/hour = _____

Additional Fees: _____

*Please note, Kirst Hall (Saturdays) and CPL Theatre are only rented for full days.

HSS Staff: Date and Time Submitted: _____ Staff Initials: _____

Staff Notes: _____

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Office Use:***Estimate:****Deposit:** \$ _____**Total Hall Rental Fee:** \$ _____**Total Additional Fees:** \$ _____**Total Amount Due:** \$ _____

*Estimates for theatre rentals are done by appointment only.

Reserving a Hall at Hutchins Street Square:

To reserve a hall at HSS please fill out the attached rental application and return it to HSS staff during business hours (M-F 8a-5p). Rental Applications are accepted starting at 9:00am on the 1st business day of the month one year in advance –based on availability. The Rental Consultant will contact the applicant once the application is approved to set-up a booking appointment. Reservations are confirmed once the applicant signs the contract, pays the deposit, and a permit is created. DO NOT SUBMIT A DEPOSIT WITH THE APPLICATION.

Reservation Times:

Full day rentals allow the RENTER to begin decorating as early as 8:00am.

Half day rentals allow the RENTER to begin decorating as early as 2:00pm.

The RENTER does not have to be here for the entire time allotted.

Cleaning/Security Deposit:

The deposit is additional to the rental fee. It is held in case there is any damage /cleaning issues during the event or if the event lasts longer than contracted. Returned deposits (if applicable) are mailed to you within 4-6 weeks following your event or after a written cancelation notice has been received by the rental consultant.

The renter is responsible for all costs that exceed the deposit amount.

Cancelations:

Any cancelations must be received in writing and acknowledged by the Rental Consultant.

- **Application Fee:** non-refundable for any reason
- **90+ Days Before the Event:** 100% of the deposit is refunded
- **90 Days or Less Before the Event:** Deposit is non-refundable
- **45 Days or Less Before the Event:** ½ of all hall rental fees paid and the deposit is non-refundable
- **Ticketed Events:** Deposit and the \$4.00 facility ticket fee for each ticket sold is non-refundable



Hutchins Street Square
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