

SEQUOIA CONFERENCE CENTER

Facilities Use Application/Permit Process

Please complete the online reservation request form at:
sequoiacenter.net/availability-check

1. Applications will be reviewed for date availability, and fees will be calculated.
2. The Rental Agreement will be prepared, and you will be notified when it is available for review and signature. Your reservation is secure once the Conference Center Manager receives the signed Agreement and the deposit. The Rental Agreement should be completed within 10 calendar days of submitting the Application to Reserve.
3. All rental fees referenced in the Rental Agreement shall be paid no later than at the time of the event (less the deposit). If any additional expenses are incurred, the Renter will be invoiced following the event.
4. All required supporting documents, such as the insurance certificate, ABC Permit and/or Health Certificate (if required) shall be submitted to the Conference Center Manager or designee at least 10 calendar days prior to the date of the event, and are subject to review and approval.
5. Prior to use, the Conference Center Manager or designee will conduct a "Facility Pre-Use Inspection" with the Renter during normal business hours.
6. After use of the facility, the Conference Center Manager or designee will conduct a "Facility After Use Inspection" with the Renter immediately following the event.
7. The security deposit shall be applied to the rental fee.
8. Any significant changes following completion of the Rental Agreement, such as a change in contact name or number, the number of guests, hours of event etc. must be communicated to the Sequoia Conference Center Manager in writing and approved by Conference Center Manager or designee.