Solano County Events Center
Use Agreement Application

601 Texas Street, Fairfield, CA 94533
Phone: 707-784-7900   Email: cecevents@solanocounty.com

Application must be submitted a minimum of 48 hours prior to event date. Incomplete applications may be rejected.
If application is submitted 30 days or more prior to event, all required documentation and fees must be submitted at least 30 days prior to event. If application is submitted less than 30 days from event, all required documentation and fees must be submitted within 24 hours after application is received. A security deposit of $350 is required to reserve the facilities.

Date of application:	Is this a non-profit or government agency? ☐ Yes ☐ No
Name (individual):	If yes, provide EIN:
Organization (if applicable):	Is this event hosted by a County department? ☐ Yes ☐ No
Address:	If yes, provide below information for verification
Phone:	County contact name:
Email:	County contact phone:
How did you hear about the County Events Center:	

Event Title:

Reservation Date and Time:

From _____(date) _____ AM ☐ PM ☐ To _____(date) _____ AM ☐ PM ☐

Name of Onsite Contact:	Phone:	Cell:

Reservation for (select all that apply):

☐ Conference Room A   ☐ Conference Room B   ☐ Conference Room C*
☐ Annex Lawn   ☐ 355/365 Tuolumne Parking Lot   ☐ CEC Grounds*
☐ Plaza   ☐ Patio*   ☐ Kitchen*

*Note: Conference Room C, Kitchen, CEC Grounds and Patio can only be rented with Conference Room A or B and only for the same duration of time.

☐ Classroom Style Tables (in-line rectangle)   ☐ Pod Style Tables (grouped rectangle)   ☐ Special Set-up - attach diagram (additional charges may apply)

Total estimated # of attendees:	# of tables needed:	# of chairs needed:

Is the event anything other than for meeting purposes, or outside of M-F 7:30 a.m.-5:00 p.m. business hours?	☐ Yes ☐ No	If yes, a $1,000,000 insurance policy will be required.
Will alcoholic beverages be sold**?	☐ Yes ☐ No	If yes, an ABC License will be required.
Will alcoholic beverages be served**?	☐ Yes ☐ No	If yes, additional security services will be required.
Security See Foot Note **	☐Yes ☐No	Security Company: Security Company phone #:

Email completed form to cecevents@solanocounty.com or drop off at
Solano County Department of General Services, 675 Texas Street, Suite 2500, Fairfield, CA 94533
**The County requires you to provide security for any event where alcoholic beverages will be offered.