

# PLACER COUNTY VETERANS MEMORIAL HALL RESERVATION QUESTIONNAIRE

1. Which Veterans Memorial Hall are you interested in renting and what areas?

*Kitchen rental is required if food/drinks are present. NO Kitchen only reservations allowed.*

## Auburn

- Upstairs Dance Hall
- Downstairs
- Kitchen
- Fireside Room (holds 20)
- Entire Hall (Upstairs, Downstairs, Kitchen)

## Lincoln

- Dining Room ONLY (Must be a meeting with no more than 20 people/no more than 4 hours)
- Entire Hall (Main Hall, Dining Room, Kitchen)

## Colfax

- Main Hall ONLY
- Entire Hall (Main Hall, Kitchen)

## Loomis

- Meeting Room (holds 20) & Kitchen
- Main Hall ONLY
- Entire Hall (Main Hall, Meeting Room, Kitchen)

## Foresthill

- Entire Hall
- Main Hall
- Small Room
- Kitchen
- Large Barbecue Area
- Small Barbecue Area
- Gazebo
- Concrete Dance Pad

## Roseville

- Main Hall (Auditorium)
- Basement
- Kitchen
- Service Office

2. What is the date you would like to reserve? \_\_\_\_\_

3. Select a timeframe you would like to reserve the hall - **times must include set-up and clean-up.**

**For Auburn, Colfax, Foresthill, Lincoln and Loomis:**

6:00am - 1:00am

Other: \_\_\_\_\_

**For Roseville, please note TWO timeframes are available. Rental rates are PER TIMEFRAME.**

8:00am - 5:00pm (Rsvl Auditorium)

6:00am - 2:00pm (Rsvl Basement/Kitchen)

5:00pm - 1:00am (Rsvl Auditorium)

2:00pm - 10:00pm (Rsvl Basement/Kitchen)

4. What is the estimated number of people that will be present? \_\_\_\_\_

5. What type of activity is your event?

- Anniversary Party
- Baptism
- Birthday Party
- Business Meeting
- Other \_\_\_\_\_

- Celebration of Life
- Graduation
- Wedding Reception
- Quinceanera

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6. Will alcohol be present at the event?  Yes  No  
Will alcohol be sold at the event?  Yes  No

7. Will food or drinks be present at the event?  Yes  No  
**If yes, Kitchen rental is required.**

8. Will you be charging your guests to attend?  Yes  No

9. What form of payment do you anticipate using for this reservation?  
 cashiers check  
 money order  
 credit card (Payment instructions will be included with the reservation application)

10. Applicant's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address:  
(if different) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Group:  
(if applicable) \_\_\_\_\_

Co-Applicant\*\* \_\_\_\_\_

\*\* (If someone other than the Applicant is paying for this reservation they will need to sign the reservation application as a Co-Applicant. Please mark "N/A" if this is not applicable)

11. How would you like the reservation application sent to you?

- Email
- U.S. Mail

I UNDERSTAND THIS IS NOT AN APPLICATION AND DOES NOT GUARANTEE A HALL RESERVATION. THIS QUESTIONNAIRE IS INTENDED FOR INFORMATIONAL PURPOSES ONLY.

Signature: \_\_\_\_\_

**Please submit this questionnaire electronically, or by mail to  
11476 C AVENUE, AUBURN, CA 95603, ATTN: Memorial Hall Coordinator**