

City of Santa Rosa Recreation and Parks
 Steele Lane Community Center
 415 Steele Lane, Santa Rosa, CA 95403
 Contact: _____ Staff _____ (707) 543-3284

DATE _____

ESTIMATE WORKSHEET FOR RENTAL AND USE OF FACILITIES

Date of Event: _____ Desired Date _____ Attendance: _____ 200 _____ Contact: _____ Customer Name _____

Event & Hours: _____ Special Event _____ Phone: _____ 707-000-0000 _____

Organization: _____ Name - (non-profit will need TIN) _____ E-Mail: _____ [Customer Email](#) _____

Notes: _____ If serving alcohol, will need a bartender and hire 2 security guards _____

Non-Profit	Commercial
<input type="checkbox"/>	<input type="checkbox"/>

Resident	Non-Resident
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Room	Hours of Use	# of Hours	Cost/hr	Totals
Dohn Room	12:30pm-11:30pm	11	\$ 75.00	\$ 825.00
				\$ -
				\$ -
				\$ -
				\$ -
			Sub Total:	\$825.00
Multiple Room or On-Going Discount:				\$0.00
Non-Resident Fee				\$ -
Staff	Hours	# of Hours	Cost/hr	
Maintenance Aide	12pm-12am	12	\$ 15.00	\$ 180.00
Maintenance Aide	2:30pm-12am	9.5	\$ 15.00	\$ 142.50
Lead			\$ 20.00	\$ -
			Sub Total:	\$ 322.50
Equipment		Quantity	Cost	
				\$ -
				\$ -
				\$ -
				\$ -
Custodial:	If serving outside food or beverages			\$ 50.00
Insurance:	Or provide own 1M coverage (alcohol)			\$ 125.00
Alcohol:				\$ 75.00
Security:				Paid Separately
Bartender:				Paid Separately
Police:				Paid Separately
Rental Total:				\$1,397.50
Refundable Damage Deposit:				\$250.00
Total Estimate (Includes Deposit):				\$1,647.50