



International Cottages Inc.
2125 Park Blvd, San Diego, California

Hall of Nations Reservation

House or Group applying for reservation:	Date of application:
House Representative or Responsible person submitting application:	Title:
Contact Telephone:	Contact address:

Reservation is confirmed when written and signed application is received by the Chairman of the Hall of Nations or the appointed Hall of Nations Scheduler.

Maximum occupancy for the Hall of Nations is 120 seated and 75 with tables.

Indicate in the spaces provided below the date and time you wish to reserve the Hall of Nations. Applicants may not reserve the Hall of Nations on Friday, Saturday, or Sunday for more than two (2) consecutive Months. All applications for Friday, Saturday, or Sunday for more than two consecutive months will be accepted on a space available basis only.

The Hall of Nations can not be reserved for the second Wednesday of the month, between 10:00 am and 3:00 pm, the first Sunday of the month between 10:00 am and 3:00 pm and on the Second and fourth Sundays from 11:30 am and 5:00 pm. The Hall of Nations can not be reserved before 5:00 pm on any Sunday. (Refer to the HPR Standing Rules page 12 for hall rules and policy.)

Month	Date(s) requested	7:00 am to 11:30 am	12:00 pm to 4:30 pm	5:00 pm to 10:00 pm	Month	Date(s) requested	7:00 am to 11:30 am	12:00 pm to 4:30 pm	5:00 pm to 10:00 pm	
Jan					Jul					
Feb					Aug					
Mar					Sep					
Apr					Oct					
May					Nov					
Jun					Dec					
Check the box below	Hall Rental Fees Indicate the intended use by checking the appropriate box to the left.						HPR Affiliate	Non-HPR Affiliate		
	Use of the Hall for meetings/choir practices						\$25.00	\$250.00		
	Use of the Hall for Events with light refreshments <small>(not hot foods)Light snacks, relish trays, sweets defined as hors d'oeuvres</small>						\$25.00	\$250.00		
	Use of the Hall for dinners, including pot luck and catered events.						\$55.00	\$250.00		
	Use of the video recorder or television equipment						\$5.00	\$5.00		

You must follow the guidelines provided by the City of San Diego and the Houses of Pacific Relations, International Cottages, Inc. (HPR) when serving alcoholic beverages. A letter must be sent to the Corresponding Secretary for the HPR notifying the HPR of the intent to serve alcoholic beverages. The sale of alcoholic beverages requires a license from the California Department of Alcoholic Beverage Control (ABC).

The person signing this application is familiar with the Standing Rules of the HPR as they relate to the use of the Hall of Nations and agrees to comply with all laws, rules and regulations set by the City of San Diego and the Houses of Pacific Relations, International Cottages, Inc. for the use of public property and specifically the Hall of Nations. By signing this form the person agrees to be responsible for the safety, security, and cleanliness of Hall of Nations and its equipment during the period of application. The Hall of Nations is rented on a per use basis and not by the hour. Therefore, all fees will be collected accordingly.

Signature of responsible person

Date

Contact	Name	Phone	E-mail
Hall of Nations Chairman	Beth Connelly	858-337-2567	bconnelly@irvinecompany.com
Hall Scheduler	Sam Besa	858-538-8706	sbesa@juno.com