



**Campbell Recreation & Community Services**  
 1 W. Campbell Avenue #C-31  
 Campbell, CA 95008  
 Office Hours Mon-Fri 8am-5pm 408-866-2104  
**After hours Building Attendant 408-761-0350**  
[recreation@campbellca.gov](mailto:recreation@campbellca.gov)  
[www.campbellca.gov](http://www.campbellca.gov)

# PERMIT #14481

Authorized On: 10/28/2025 06:13 PM

**Title:** Mates and Dates

**NOTE:** Created non-profit organization. Sent new estimate 9.6.2025. Security to be schedule for 6p-10:30p

<b>Location</b> Campbell Community Center 1 West Campbell Avenue Campbell, CA 95008	<b>Permit Holder</b> Mates and Dates 681 Elden Dr Campbell, CA 95008 408-761-5507	<b>Primary Contact</b> Carol Rose (she/her) 681 Elden Drive. campbell, CA 95008 408-761-5507	<b>Authorized Agent</b> Conner Leachman 1 West Campbell Ave C-31 Campbell, CA 95008
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## RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Campbell Community Center	OCBH Orchard City Banquet Hall	Fri, Mar 20th 2026	04:30 PM-11:00 PM	6.50	\$1,133.00
	<b>Addons</b>	Refundable Damage Deposit			\$800.00
		Janitorial Service Fee			\$100.00
		CCC Facility Preservation Fee			\$22.66
		Event Security (required)			\$450.00
		<b>Addons Total</b>			<b>\$1,372.66</b>
Campbell Community Center	OCBH Orchard City Banquet Hall	Fri, May 15th 2026	04:30 PM-11:00 PM	6.50	\$1,133.00
	<b>Addons</b>	Additional Charge			\$25.00
		Janitorial Service Fee			\$100.00
		Rental Processing Fee			\$25.00
		CCC Facility Preservation Fee			\$22.66
		Event Security (required)			\$450.00
		<b>Addons Total</b>			<b>\$622.66</b>

Location	Facility	Date	Time	Hours Estimate
				<b>TOTAL: \$4,261.32</b>

## CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Campbell Community Center	OCBH Orchard City Banquet Hall	Mar 20, 2026 4:30 PM-11:00 PM	\$1,133.00	\$1,133.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Refundable Damage Deposit	\$800.00	\$800.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Janitorial Service Fee	\$100.00	\$100.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	CCC Facility Preservation Fee	\$22.66	\$22.66	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Event Security (required)	\$450.00	\$450.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	May 15, 2026 4:30 PM-11:00 PM	\$1,133.00	\$1,133.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Additional Charge	\$25.00	\$0.00	\$25.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Janitorial Service Fee	\$100.00	\$100.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Rental Processing Fee	\$25.00	\$25.00	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	CCC Facility Preservation Fee	\$22.66	\$22.66	\$0.00
Campbell Community Center	OCBH Orchard City Banquet Hall	Event Security (required)	\$450.00	\$450.00	\$0.00
<b>TOTAL:</b>			<b>\$4,261.32</b>	<b>\$4,236.32</b>	<b>\$25.00</b>

## PROMPT RESPONSES

Location	Facilities	Date	Days
Campbell Community Center	OCBH Orchard City Banquet Hall	03/20/2026-05/15/2026	Fri

**#1** - Will beer or wine be served at your event? (Please note: hard alcohol is not permitted)

**Response:** No

Campbell Community Center	OCBH Orchard City Banquet Hall	03/20/2026-05/15/2026	Fri
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**#2** - Please share any additional information about your event. If you have additional or recurring dates you are interested, please list them here.

**Response:** N/A

Campbell Community Center	OCBH Orchard City Banquet Hall	03/20/2026-05/15/2026	Fri
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**#3** - How many people will be attending your event?

**Response:** 100

Campbell Community Center	OCBH Orchard City Banquet Hall	03/20/2026-05/15/2026	Fri
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**#4** - Your reservation request needs to include your set-up and clean-up time. What is your event time? For example, your reservation request might be 3pm-10pm, but your event will take place from 5pm-9pm. Please indicate your actual event time here:

**Response:** 4:30pm-11:30pm

Campbell Community Center                      OCBH Orchard City Banquet Hall                      03/20/2026-05/15/2026                      Fri  
#5 - Would you like to schedule a tour of the facility prior to your rental date?

**Response:** No

Campbell Community Center                      OCBH Orchard City Banquet Hall                      03/20/2026-05/15/2026                      Fri  
#6 - Are you making this request on behalf of a non-profit organization? Proof of non-profit designation will be required to be uploaded to your account in order to receive non-profit pricing. This will take place during staff review.

**Response:** Yes

Campbell Community Center                      OCBH Orchard City Banquet Hall                      03/20/2026-05/15/2026                      Fri  
#7 - Internal Use Only - Leave as "No"

**Response:** No

Campbell Community Center                      OCBH Orchard City Banquet Hall                      03/20/2026-05/15/2026                      Fri  
#8 - I understand that this is a reservation request only. The space I am requesting is not permitted to me until a staff member has reviewed my request and I have made full payment. After full payment has been received, I will receive a receipt of my payment and permit.

**Response:** Agreed

Campbell Community Center                      OCBH Orchard City Banquet Hall                      03/20/2026-05/15/2026                      Fri  
#9 - What type of set up is desired?

**Response:** Banquet Seating

Campbell Community Center                      OCBH Orchard City Banquet Hall                      03/20/2026-05/15/2026                      Fri  
#10 - What type of event is this for? (If birthday, please list age of birthday celebrant)

**Response:** Dance Club

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**ALCOHOL PERMITTED, BUT RESTRICTED TO BEER, WINE AND CHAMPAGNE. ALL RULES AND REGULATIONS PERTAINING TO ALCOHOL MUST BE ADHERED TO.**

**NOTE: A BUILDING ATTENDANT WILL BE ON SITE THROUGHOUT YOUR USE TO HELP YOU WITH YOUR RESERVATION. PLEASE CALL/TEXT THE ATTENDANT AT: (408) 761-0350.**

**NO SMOKING ALLOWED:** The Campbell Community Center is a smoke-free facility. Please help us foster a healthy environment.

**NO POSTING SIGNS:** Posting of any signs to buildings or post is prohibited on the Campbell Community Center Campus and in Downtown Campbell.

**FOG Machines are not allowed at the Community Center.** Our updated fire alarm system has been tripped by the fogging and are too sensitive to allow their use. Additionally the policy does not allow the use of confetti, bird seed or rice at events.

**NOTICE: THIS IS A LEGAL DOCUMENT WHICH LIMITS OUR LIABILITY. PLEASE READ CAREFULLY: BY SIGNING THIS DOCUMENT YOU STATE THAT (1) YOU ASSUME ALL RISK OF INJURY ARISING FROM YOUR USE OF THIS FACILITY, AND (2) YOU RELEASE THE CITY OF CAMPBELL AND ITS OFFICERS, EMPLOYEES, AGENTS, AND SERVANTS FROM ALL LIABILITY, EVEN THOUGH THEY MAY BE NEGLIGENT. (3) YOU RELEASE THE CITY FOR RESPONSIBILITY OF LOST AND/OR STOLEN ARTICLES WHILE ON THE GROUNDS.**

**I. ASSUMPTION OF RISK:** As representative of the organization/party indicated above, I/we agree to expressly assume the risk of all liability for accidents, injury, loss and/or damage to my/our persons or property that may arise out of my/our presence at or participation in the above-named activity/facility.

II. RELEASE OF LIABILITY: In consideration for the opportunity to make use of this facility and the service provided by the City of Campbell, I/we (on behalf of ourselves, our heirs, assigns and legal representatives) release the City of Campbell, their officers, employees, agents and servants of liability for their negligence.

I understand that I will be held responsible for all information contained within the Building Use Policy. In the event that cancellation of a confirmed reservation is necessary, it is the permittee's responsibility to provide immediate written notification of such intent to cancel use. The earlier the notice is provided, the greater the refund of use fees. Our Building Use Policy can be downloaded from our website at, "www.campbellca.gov.", click on "Recreation and Parks".

Children must be under adult supervision at all times. Any costs related to damage of landscaping or outdoor equipment will be deducted from damage deposits.

Request for cancellation must be made by the Permittee in writing. NOTE: Cancellations will only be accepted from the Permittee (the person who signed the reservation application), not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.

Refunds for cancellation of **weekend uses of the banquet halls (Orchard City Banquet Hall, Roosevelt Room, Multi-Purpose Room)** will be granted on the following basis:

- a. Cancellations received **more than four (4) months in advance** of the scheduled use will receive a refund of the full amount paid less a \$75 cancellation fee and the \$25 processing fee. **(COST: \$100)**
- b. Cancellations received **3 - 4 months in advance** will receive a refund of the full amount paid less a \$175 cancellation fee and the \$25 processing fee. **(COST: \$200)**
- c. Cancellations received **2 - 3 months in advance** will receive a refund of only 50% of their facility use fees including a \$25 processing fee. **(MAXIMUM COST: \$300)**
- d. Cancellations received **1 - 2 months in advance** will receive a refund of only 25% of their facility use fees including a \$25 processing fee. **(MAXIMUM COST: \$400)**
- e. Cancellations received **less than one (1) month in advance** will receive a refund only of fees paid in excess of \$500 including a \$25 processing fee. **(MAXIMUM COST: \$500)**
- f. if less than ten (10) days' notice of cancellation is provided, full use fees will be charged/retained; no refund will be provided.

Refunds for cancellation of **all other uses** will be granted on the following basis:

- a. Cancellations received **more than two (2) weeks in advance** of the scheduled use will receive a refund of the full amount paid less the \$25 processing fee and a \$25 cancellation fee. **(COST: \$50)**
- b. If notification is received **less than two weeks in advance and more than 24 hours in advance**, 25% of facility use fees, plus the \$25 processing fee, and \$25 cancellation fee will be retained. **(MAXIMUM COST: \$125)**
- c. If **less than 24 hours' notice** of cancellation is provided, full use fees will be charged/retained; no refund will be provided.

The City of Campbell reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of Campbell, and all concerned. In such cases, City will provide a full refund of all fees and deposits paid.