



House of Pacific Relations, International Cottages Inc.  
 Mailing Address: 2125 Park Blvd, San Diego, California 92101  
 Location Address: 2294 Pan American Plaza, San Diego, California 92101



## Hall of Nations Reservation Form

House or group applying for reservation:		Date of application:
House President or responsible person submitting application:		Title:
Contact telephone:	Contact email:	

You can check availability at [www.sdhpr.org/hon-resv.html](http://www.sdhpr.org/hon-resv.html). Please fill out this form, sign it electronically or sign in ink and scan it and send it as an attachment to the scheduler (*Click envelope on tool bar*) (see email address at the bottom). You can also send the paper form with regular mail.  
 Reservation is confirmed when you receive confirmation *by email* from the Chairman of the Hall of Nations or the Hall of Nations Scheduler.

**NOTE: You will not be charged a cancellation fee if cancelled more than 30 days prior to the reservation date. If cancelled less than 30 days prior to the reservation date you will not be charged a fee if cancelled within 7 days of date of application. Otherwise, a \$50 cancellation fee will be charged.**

**Maximum occupancy for the Hall of Nations is 100 seated and 75 with tables.**  
**Reservations by ALL non-affiliate groups are subject to the approval of the HPR Executive Board and should be accompanied by a description of the proposed activity for review by the Board.**  
*Your group will be notified when your reservation has been approved.*

The Hall of Nations **cannot** be reserved for the second Wednesday of the month, between 10:00 am and 3:00 pm, or before 5:00 pm on any Sunday without prior approval of the HPR 1<sup>st</sup> Vice President. (Refer to the HPR Standing Rules for hall rules and policy.) Indicate below the date and time you wish to reserve the Hall and the name of the event (school, dance/choir practice, membership/committee meeting, concert, dinner dance, etc.).

### Weekly Repeating Events

Day of week	Time frame	With the exception of (months or dates)	Description	Use Kitchen?	Use A/V System?

### Monthly Repeating Events

Week of month	Day of week	Time frame	With the exception of (months)	Description	Use Kitchen?	Use A/V System?

### Special Events

Reservation Date	Event Description	Public or Private?	Start Time in Hall or N/A	End Time in Hall or N/A	Use AV System? ++	Start Time in Kitchen or N/A	End Time in Kitchen or N/A

Facility Rental Fees	HPR Affiliate	Non-HPR Affiliate	Balboa Park Organizations
<b>Use of Hall</b> for meetings, practices, concerts/performance, etc. Refreshments may be served, but any use of the kitchen requires a separate kitchen reservation, above.	\$15.00 / hour, with 1 hour minimum	\$80.00 / hour, with a 3 hour minimum	\$50.00 / hour with a 3 hour minimum
<b>Use of the kitchen</b> for any purpose. <i>Use of the stove or ovens, mixer, or heating/proofing cabinets needs training from the kitchen manager.</i>	\$15.00 / hour, with 1 hour minimum	\$15.00 / hour, only as an add-on to hall rental	\$15.00 / hour, only as an add-on to hall rental
++Additional use of the AV equipment (projector, TV, sound amplification). <i>If you check this box too, please submit the "Video system rental agreement" as well.</i>	\$30.00	\$60.00	\$45.00

**You must follow the guidelines provided by the City of San Diego and the House 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 House 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. **Please note: no furniture or equipment may be taken from the Hall for use outdoors or in cottages. Room capacity is 100 maximum.**

Signature of **House President** or responsible person

Date

**\*\*If more than 30 minute setup time is required please indicate amount of time needed:**

Contact	Name	Phone	E-mail
Hall of Nations Chair	Maury Lee	619-395-0296	
Hall of Nations Scheduler	Tom Hay Bauer	231-445-2006	schedulehon@gmail.com