

Southeast Banquet and Conference Center Rental Request Form

9545 Washburn Road, Downey, Ca 90242 Ph:(562) 803-1556 Ext 262 Fax: (562) 803-4080

Please complete all information below and fax this form to (562) 803-4080.
A representative will contact you shortly with more information and pricing.

Contact Name

Company/Group

Contact Phone Number

Contact Email Address

Type of Event

Date of Event (mm/dd/yy)

Start Time of Rental

End Time of Rental

Number of Guests

Which Facility Are You Renting
(Please Circle All that Apply)

Conference Room Banquet Hall

Catering:
(Please Circle One)

Self Serve Catered

Music/Entertainment Equipment

Number of Tables and Chairs

Special Accomodations/Requests

For SEBCC Office use only:

Authorization: _____

Date: _____