



CITY OF STOCKTON

COMMUNITY SERVICES DEPARTMENT
RECREATION • STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY

605 N. El Dorado Street • Stockton, CA 95202-1907
www.stocktongov.com • www.stockton.lib.ca.us

Rental Process

Following these steps will ensure success:

1. Complete an event checklist (Assemblage Permit, if necessary) and return within a minimum of 45 days prior to your event.
2. Submit the completed Event Check list and Security deposit fee to:

City of Stockton/Special Events
605 North El Dorado Street
Stockton Ca 95202

3. Once the office receives paperwork and fees, your event date will be held pending approval.
4. The rental contract (requiring your signature) and further information regarding insurance and Security will be mailed to you.
5. Please sign and return contract to our office by due date(s).
6. Review Insurance certificate and endorsement that is required by City of Stockton Risk Management.
7. Contact a Security Company on the City of Stockton List to meet requirements.
8. Submit a lay-out of your event set-up.
9. Submit the balance of rental fee to our office by due date within 45 days prior to rental.
10. Once the event is over, the site monitor will inspect for damage and closing condition.
11. You should receive deposit refund in full, or with deductions and a letter stating reasons, within 3-4 weeks after your event.

For additional information or questions, please call Jackie Garcia
(209)937-8119

