



ALBA Reservation Request Form

Rural Development Center, 1700 Old Stage Road, Salinas, CA 93908

Triple M Ranch, 420 Hall Road, Watsonville, CA 95076

Mailing Address: PO Box 6264, Salinas, CA 93912

Meeting space at the RDC includes two bathrooms and is wheelchair accessible. Please inquire about accessibility at the Triple M Ranch. Weekend rentals are not normally allowed unless an ALBA staff member can be present.

Contact/Coordinator: _____

Agency/Organization: _____

Is this a non-profit agency or school: No Non-Profit ID # (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Secondary Telephone: _____ Best time to call: _____

How many are in your group? Dates requested for reservation: _____ Hours: _____

What is the name & purpose of the event? _____

Resource / Fee	# of hours	Day(s)	Total \$
Rural Development Center - Strawbale Conference Room (Capacity: 35) \$250/day or \$35/hour -or- \$150/day or \$25/hour for non-profits and schools			
Triple M Ranch - Farmhouse/Kitchen (Capacity: 20) \$200/day or \$30/hour -or- \$120/day or \$18/hour for non-profits and schools			
Coffe/beverage service - includes ceramic mugs, hot water, organic coffee, and assortment of teas (\$3/person)			
RDC Kitchen Use - includes electric stove, microwave, fridge, sink, counters, dishware. Clean-up is responsibility of renting agency (\$200/day or \$25/hour -or- \$100/day or \$12.50/hour for non-profits and schools)			
Language interpretation equipment and technical assistance (\$300/day, for up to two transmitters and 50 receivers, \$200/day for non-profits and schools)			
White Board/Markers and/or Easel/Butcher Paper (\$15)			
Educational Farm Tour (\$50 or \$30 for non-profits & schools)			
Total Charge:			\$0.00

Please make checks payable to ALBA

How did you hear about ALBA?

Call the main office at the RDC with any questions at (831) 758-1469
 Please return this form by email or fax to (831) 758-3665

Please allow at least 2 weeks to confirm your reservation - thanks!