



2025-2026 DAILY RENTAL PROCESS

Daily bookings will be done in advance only, please follow the steps below to make your advanced daily booking! Applications are processed every Wednesday for the upcoming weekend. You can apply in advance but your application will not be processed until that time.

1. Complete Daily Rental Application and Email Additional Documents to

jchapman@collegeofthedesert.edu by **Wednesday at 5pm**. Applications are not considered complete and will not be processed without all documents.

-Application can be found online at codaastreetfair.com under the rental info tab. Please read the Rules and Regulations before submitting the application.

-California Resale Permit listing 43-500 Monterey Avenue, Palm Desert, California 92260

-Liability Insurance Certificate of Insurance with a minimum \$1,000,000 of liability insurance naming both **College of the Desert** and **College of the Desert Alumni Association** as additional insured

****We no longer offer a daily insurance option on site ; you must get your own policy ahead of time.**

Daily Policies can be purchased ahead of time directly through Shahinian for \$20/day. A link to the form can be found under the rental info tab at codaastreetfair.com

2. Invoice will be emailed Thursday before noon and must be **paid by 5pm Thursday**.

-Rental Fee: \$100/day during October- November and \$120/ day during January to March

Spaces are 20x20. If you require more space, you can purchase additional spaces based on availability

3. Space will be assigned by Friday evening

4. Day of Event you will report to your assigned space by 7am and be setup by 8am! If you need assistance on the day of the event, you can call 442-234-3084 beginning at 6:15am.

-Once payment has been made for an event, there are no refunds or transfers of payment for another date for any reason including sickness, car troubles, not sending in proper documents, weather days etc.