Recreation & Senior Services Department

3300 Newport Blvd - PO Box 1768
Newport Beach, CA. 92658-8915

Phone: (949) 644-3151 — FAX: (949) 644-3155

PARK & FACILITY RENTALS - EFFECTIVE 12/14/2011

All rentals are governed by City Council Policies B-16 and B-13. Security/Compliance deposits are required for all public rentals.
Park and Facility Reservations must be made a minimum of 5 working days in advance of the event.

RESTRICTIONS

The City does not issue park or community center rentals on Christmas Eve, Christmas Day, Martin Luther King Day, Easter, President's Day, Independence Day, Labor Day, Memorial Day, News Years Eve, New Years Day, Thanksgiving or Veteran's Day.

PICNIC RENTALS:

Only 2 Picnic Tables are included with any reservation! Rentals *DO NOT INCLUDE* exclusive use of public park areas or playgrounds. Picnic Rentals are for groups of up to 35 persons, +35 must reserve and pay for both Picnic and Park grass areas!

FEE SCHEDULE *(Rates listed are hourly rates – Rentals have a 2-hour minimum)*

YSCMO = Youth Sports Commission Members Organization
RNPYSO = Resident Non-Profit Youth Serving Organizations
R = City of Newport Beach Resident
NR = Non-Resident

	Commercial		YSCMO	RNPYSO	Non-Profit		Private	
PARKS & PICNIC AREAS	R	NR			R	NR	R	NR
Picnic or Grass Area ★	200	401	15	15	36	72	42	83
Peninsula Park Gazebo ★	200	400	15	15	36	72	45	90

★ *A one-time administrative fee charge of $5 is added to each reservation.*

ELECTRICITY is available only at Peninsula Park Gazebo for a $13 per hour charge.

RESERVABLE PICNIC AND/OR PARK AREAS are located at the following parks:

- Arroyo
- Channel Place
- *Inspiration Point* **
- Peninsula
- Begonia
- Cliff Drive
- Irvine Terrace-E
- San Miguel
- Bonita Canyon-East
- Eastbluff
- Irvine Terrace-W
- Veterans Memorial
- Bonita Creek
- Galaxy View
- *Lookout Point* **
- Ensign View
- Buffalo Hills
- Grant Howald
- Mariners

BOUNCE-HOUSES and similar activities can only be accommodated at the following parks:

- Bonita Canyon-East
- Grant H owald
- Bonita Creek
- Mariners
- Buffalo Hills
- Peninsula *
- Channel Place
- San Miguel
- Eastbluff
- Veterans Memorial

** During summer months — Bounce Houses are not allowed at Peninsula Park.* **Cannot reserve -- Memorial Day to Labor Day

WEDDING CEREMONIES can be accommodated at many of the City of Newport Beach Parks, please call 949-644-3151 for information.

	Commercial		12 Step	YSCMO	RNPYSO	Non-Profit		Private	
MEETING ROOMS	R	NR				R	NR	R	NR
Balboa Cmty Ctr, Bonita Creek, Carroll Beek, Cliff Drive, VJC room, West Newport Classroom	144	290	36	20	20	45	85	72	143
City Council Chambers	234	462		26	26	46	85	72	143
CYC classroom (2)	160	318		24	24	50	94	79	158
NCCC classroom (small)	160	318		24	24	50	94	79	158
NCCC classroom (large)	270	519		48	48	66	132	126	246

★ *A one-time administrative fee charge of $5 is added to each reservation.*

FOR USE OF NEWPORT COAST COMMUNITY CENTER – PLEASE CALL – 949-270-8100
FOR USE OF COMMUNITY YOUTH CENTER – PLEASE CALL – 949-644-3165

	Commercial		YSCMO	RNPYSO	Non-Profit		Private	
GYMNASIUMS ★	R	NR			R	NR	R	NR
Lincoln / WNCC	319	611	33	33	72	124	98	176
NCCC	352	676	43	43	79	136	108	195
BALL FIELDS — Per Field ★								
Arroyo, Bob Henry, Bonita Canyon[1], Bonita Creek[2], Buffalo Hills, Eastbluff, Grant Howald, Lincoln Athletic Center, Mariners, Peninsula, San Miguel	145	287	1	15	65	104	85	143

[1] Indicate which field 1, 2, 3, 4, 5 or 6

[2] For use of field lights add $30. Field preparation add $45 per field.

★ *A one-time administrative fee charge of $5 is added to each reservation.*

SECURITY DEPOSIT

Rooms, Parks & Picnic Area:	$100	(Under 75 in attendance)	$150	(75+ in attendance)
Gymnasiums	$185	(Set up/clean up $65)		
Refund Fee (if made 24 hrs in advance)	$10	per rental for fee of $74 and under $20 for fees of $75 and over		

Note — Failure to properly clean up after a rental, damaging property, and other non-compliance with Facility User Regulations are grounds for forfeiture of deposit

SPECIAL EVENT PERMITS AND INSURANCE – Some events and activities may require a Special Event Permit or Insurance. Please contact the Recreation & Senior Services Administration Office for more information at 949-644-3151.

Use of Bounce Houses or other vendor supplied play equipment requires the company providing the service to have City of Newport Beach approved Insurance Certificates on file or provided prior to the event.

MAXIMUM OCCUPANCY OF PARKS

20
Channel Place
Inspiration Point
Lookout Point
Ensign View
Galaxy View

75
Arroyo
Begonia
Buffalo Hills
Cliff Drive
Irvine Terrace East
Irvine Terrace West
Spyglass Hill
Veterans Memorial

150
Bonita Creek Park
Bonita Canyon Sports Park
Eastbluff
Grant Howald
Mariners
Peninsula
San Miguel

MAXIMUM OCCUPANCY OF ROOMS AND BUILDINGS

20
Balboa Cmty Ctr (small room)
West Newport Cmty Ctr – Room 6

25
West Newport Cmty Ctr – Room 1

30
West Newport Cmty Ctr – Rooms 3 & 5

35
Cliff Drive Cmty Rm

40
Balboa Cmty Ctr (dance room)

55
Carroll Beek

66
CYC Meeting Room

70
Bonita Creek Meeting Room
West Newport Cmty Ctr – Room 2 & 4 (dance room)

80
Vincent Jorgensen Room (at Mariners)

90
City Council Chambers

For information regarding the rental of the Newport Coast Community Center – please call 949-270-8100
For information regarding the rental of the Community Youth Center – please call 949-644-3165

Effective – 12/14/2011