Marina Park Rental Procedures

Recreation & Senior Services Department
City of Newport Beach
Marina Park Community & Sailing Center
1600 W. Balboa Blvd, Newport Beach, CA 92663
P: 949-270-8150
F: 949-723-3520

Thank you for your interest in renting at the Marina Park Community & Sailing Center.

Attached you will find all of the information you will need to rent at Marina Park. Please read through the Facility Use Agreement and the Marina Park Rental Agreement to understand our rental policies.

To process your application to rent our facility, please submit the following:

1. Completed Reservation Request Form *(NOTE: We bill hourly. Please include your set up and break down time in your reservation hours. The facility will not be open for you or anyone involved in your party until the time designated on this form)*
2. Signed Marina Park Rental Agreement
3. Signed Facility Use Agreement
4. Special Event Catering Form. *If serving food at your event, you must choose from our Exclusive Catering List. There are no exceptions to this*. Please list your caterer on the line designated in the Reservation Request Form.
5. Vendor form with documentation of business license and proper insurance for the use of outside vendors.
6. Proper permits (Fire or Alcohol – only If needed)
7. Completed room set-up diagram

Applications must be received at least ten business days prior to your event date. Please allow three business days for approval of your rental. Full payment of your rental is due within five business days of rental approval. Not all applications are guaranteed approval.

For questions, please contact the Marina Park Front Desk at 949-270-8150.

Thank you for choosing the Marina Park Community & Sailing Center for your rental needs. We look forward to serving you!

City of Newport Beach
Recreation & Senior Services Department

Reservation Request Form

This Reservation Request form is created in accordance with the policies established by the City Council, Parks, Beaches & Recreation Commission, and the Recreation & Senior Services Director. This Reservation Request Form and the Facility Use Agreement form must be completed and returned along with fees and deposits before consideration of use approval. SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.

Applicant Information

Reservation Applicant:	Organization: (If applicable)	
Address:	City:	Zip:
Primary Phone #:	Secondary Phone #:	Fax:
Contact Email:	Backup Contact Name & Number:	

Location Information *(A two hour minimum reservation is required.)*

Reservation Date:	Day of the Week:	Setup begins at: Cleanup ends at:	Event Begins: Ends:
Location Name:		Room Name:	
If Park: ☐ *2 Assigned Picnic Tables ☐ Grass Area ☐ Field or other		Field# or Location description:	

** For reservations of more than 35 people, picnic and grass area must be reserved.*

Event Information *(Train rides, pony rides, and petting zoos are NOT PERMITTED)*

Event Name & Description:			Estimated Attendance:
Amplified Sound: ☐ Description:	Alcohol Served? ☐	Alcohol Sold? ☐	Is event open to the general public? Yes ☐ No ☐
*Caterer: ☐ Vendor Name:	Vendor Phone # & Address:		
Bounce House: ☐ Vendor Name:	Other Vendor Name & Description		
Fundraising at facility? ☐ Describe what proceeds shall be used for:			
Other planned activities:			

** For reservations at OASIS Senior Center and Marina Park the caterer must be selected from an approved list. For reservations at the Civic Center Community Room, only 24 Carrots may be used. (www.24carrots.com or 800-717-1545)*

Waiver

I, the undersigned, on behalf of myself or the above named organization, do hereby agree to indemnify and hold harmless the Director of the Recreation and Senior Services Department, its personnel, the City of Newport Beach, and any of their officers, agents, volunteers, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment associated with this and agree to abide by and enforce the rules, regulations and policies in the Facility Use Agreement attached hereto and incorporated herein by reference. I on behalf of myself or the above named organization shall accept all responsibility for any damage to premises, furniture, persons, equipment or grounds resulting from use of facility or equipment. IN THE EVENT OF FACILITY CANCELLATION BY THE GROUP/PERSONS, A MINIMUM SERVICE FEE SHALL BE CHARGED – PLEASE SEE FEES ON RESERVATION FEES FORM.

I, the undersigned, have read the above statements and the Facility Use Agreement, and understand them fully and agree to be bond by the same.

Applicant Signature:		Date:
Credit Card #	Credit Card CVV (3 or 4 digit Code)	Expiration Date:

Marina Park Rental Information

	COMMERCIAL		NON-PROFIT		PRIVATE		YOUTH SERVING ORG/NMUSD*		CLEANING
ROOM	**R**	**NR**	**R**	**NR**	**R**	**NR**	**R**	**NR**	
Small Classroom *Linda Island* Max. capacity: 49 734 square feet	$80		$30		$50		$14		
Medium Classroom *Little Balboa Island* Max. capacity: 61 921 square feet	$102		$37		$65		$20		
Large Classroom *Bay Island* *Collins Island* Max. capacity: 79 1187 square feet	$135	$238	$48	$106	$83	$143	$25		
Event Room Max. capacity: 158 3192 square feet	$351	$645	$128	$287	$225	$383	$75		$155
Grass Area **With Event Room rentals only* Max. capacity: 158	$230	$430	$66	$102	$75	$120	$50		
Picnic Area (Max. capacity: 40)	$200	$401	$36	$72	$42	$83	$15		

R = City of Newport Beach Resident **NR** = Non-Resident
(Proof of residence and non-profit status is required)
NMUSD: Principal's signature is required for NMUSD rate

MARINA PARK RENTAL HOURS
Monday-Thursday: 7:30am-10:00pm (events must end by 9:30pm)
Friday: 7:30am-11:00pm (events must end by 10:30pm)
Saturday: 8:00am-11:00pm (events must end by 10:30pm)
Sunday: 8:00am-8:00pm (events must end by 7:30pm)

*****The patio area and outside Event Room doors will close at 8:00pm for all rentals.

MARINA PARK GRASS AREA RENTALS (with Event Room rentals only)

Monday-Friday: 8:00am-8:00pm
Saturday: 8:00am-8:00pm
Sunday: 8:00am-7:30pm

MARINA PARK PICNIC AREA RENTALS

Monday-Friday: 8:00am-8:00pm
Saturday: 8:00am-8:00pm
Sunday: 8:00am-7:30pm

*****A $13/hour fee will be applied to picnic area rentals using Marina Park electricity.

Marina Park Rental Information

MARINA PARK EAST PARKING LOT RENTAL (Optional only with Event Room rentals)

The East lot containing 34 parking spaces can be reserved for your event. A valet company must be hired to staff and park the lot. Parking spots can be reserved for $1.75 per space, per hour. The lot is rentable an hour before and up to 30 minutes after your event ends. Rented spaces will have signs posted 72 hours in advance of rentals reserving the parking lot.

SECURITY DEPOSIT

Applicants are required to pay a security deposit in addition to the rental fees. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional cleanup is required. Failure to properly clean up after a rental, damaging property, and other non-compliance with Facility Use Regulations are grounds for forfeiture of deposit.

ROOM	SECURITY DEPOSIT
Small Classroom	$100
Medium Classroom	$100
Large Classroom	$185
Picnic Area	$100
Event Center	$200 (Events without alcohol) $400 (Events with alcohol)

SPECIAL FEES AND LICENSES

1. ALL EVENTS THAT SERVE ALCOHOL REQUIRE:
    a. A CERTIFICATE OF LIABILITY INSURANCE. Liability insurance can be acquired the following ways:
        i. The renter may furnish a certificate of insurance naming the City of Newport Beach as additionally insured. The amount of the insurance shall not be less than $1,000,000 per occurrence of commercial general liability insurance.
        ii. The renter may purchase a certificate of insurance through Alliant Insurance and the City of Newport Beach.
    b. Minimum of (2) SECURITY GUARDS: $38 per hour with a 4 hour minimum. Additional guards may be required depending on event scope.
    c. If alcohol is being sold, an alcohol permit through the California Department of Alcoholic Beverage Control is required. Only professional catering services and non-profit organizations are permitted to apply for an ABC license and sell alcohol.
2. CITY OF NEWPORT BEACH BUSINESS LICENSE: All professional services utilized for events require a City of Newport Beach business license.
3. Please note that the City of Newport Beach requires that any provider of bounce houses, play structures, gymnastics activities, bungee jumps, or similar play activities must have current certified insurance documents on file with the Recreation & Senior Services Department. No park use permit will be issued for such activities until the insurance requirement is met. Train rides, pony rides, and petting zoos are NOT PERMITTED. Bounce houses are not permitted indoors.
4. CANDLES: A special permit is required which can be obtained by contacting the City of Newport Beach's Fire Prevention Department at (949) 644-3106.

Marina Park Rental Information

CANCELLATIONS

A cancellation of rental by users for Marina Park which occurs fewer than thirty days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with less than seventy-two hours' notice will be charged the entire rental fee. All cancellations will be charged a processing fee ($10 for rentals under $75 and $20 for rentals over $75).

PARKING

Marina Park has a total of 177 metered pay parking spaces located throughout three parking lots: the west parking lot located on 18th Street with 26 spaces; the main parking lot located in front of the Balboa Center Complex with 117 spaces; and the easterly parking lot located east of the 16th Street vehicular entrance with 34 spaces.

*Please Note: Parking on the Balboa Peninsula during warm weather and around the Christmas-New Year's holiday can be difficult. While Marina Park is built to accommodate most parking needs, events scheduled during these busy visitor seasons may cause the City to more strictly regulate guest parking for facility rentals, such as directing the event organizer to provide carpooling, a valet, off-site parking and/or a shuttle system. This regulation is at the discretion of the City, and costs for the off-site parking, valet, and/or shuttle will be borne by the event applicant.

CONTACT INFORMATION

For reservations at Marina Park or more venue information please contact: 949-270-8154

For information on other Newport Beach facilities, please contact 949-644-3151.

Marina Park Rental Agreement

In conjunction with renting the Marina Park Community Center, I agree to the following:

Rental Time:

- I understand that no one in my party (including entertainers, caterers, volunteers, etc.) is allowed access to the rented room or space prior to the start of my rental time.

- I understand that all members of my party (including entertainers, caterers, volunteers, etc.) must be cleaned up and out of the room by my stated rental end time.

- I understand I will be additionally charged for any amount of time I or anyone associated with my rental uses the facility before and/or after the times on my reservation request form.

Cleaning & Damage Assessment:

- I understand that either I or my caterer are responsible for cleaning all appliances and surfaces of the Marina Park kitchen following my event.

- I understand that all trash must be put into trash cans and not left on the facility floors or park grass area.

- I understand that event staff will go over a cleaning checklist only after everyone in my party has cleaned up and that this will be a preliminary cleanup/damage assessment, this will be completed within five business days after my rental, and I will be given notice at this time whether or not my security deposit will be refunded.

Other:

- I understand any alcohol on facility grounds during a special event without prior approval will result in immediate termination of the event and possible police involvement. Only beer and wine are permitted and limited to events held inside the buildings at Marina Park.

- I understand Marina Park staff is onsite during my event to setup facility supplies and to provide assistance in an emergency. Additional needs (food service, decorating, cleaning, etc.) are my responsibility.

- I understand if I choose to use any professional services (catering, DJ, florist, entertainment, event supplies, etc.), I must provide their contact information to City staff within 30 days of the event.

- I understand marketing material for rentals must be approved by the Marina Park Recreation Coordinator prior to distribution.

- I agree to not use nails, hay, glue, tape, glitter, petals of any kind (real or fake), and/or confetti.

- I understand the use of candles requires prior permitting from Fire Department.

- I understand the outside Event Room doors and patio area will close promptly at 8:00pm for all rentals.

- I understand the Marina Park Community & Sailing Center parking lot is metered through programmable automated pay stations, Marina Park staff, and a cost borne by the applicant and their guest at a rate of $1.75 per hour per space.

- I understand there is no parking in Marina Park parking lots from 12am-6am.

- A City employee will have complete authority over the facility, equipment and participants including authority to request changes/cessation of activities.

- I understand Parking on the Balboa Peninsula during warm weather and around the Christmas-New Year's holiday can be difficult. While Marina Park is built to accommodate most parking needs, events scheduled during these busy visitor seasons may cause the City to more strictly regulate guest parking for facility rentals, such as directing the event organizer to provide carpooling, a valet, off-site parking and/or a shuttle system. This regulation is at the discretion of the City, and costs for the off-site parking, valet, and/or shuttle will be borne by the event applicant.

- I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in the forfeiture of my security deposit and/or termination of my event.

Renter's Name:_____ **Renter's Signature:**_____ **Date:**_____

FACILITY USE AGREEMENT

The City of Newport Beach offers a variety of recreational facilities, which include parks, playing fields, gymnasiums, community rooms and swimming pools that are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. The Facility Use Agreement outlines City policies and procedures for use of these facilities and must be completed along with the Reservation Request Form to obtain a permit for reserved use. It is the intent of these Policies to provide use regulations and application and scheduling procedures to accommodate groups that wish to use City facilities. Any person within or in use of a facility shall observe and obey all City, State and Federal laws, rules and regulations. All rentals are governed by Newport Beach City Council Policies B-5, B-10, B-13 and B-16.

RESERVATION REQUIREMENTS

- Facilities are not available for reservations on the following holidays: Christmas Eve, Christmas Day, Easter, President's Day, Independence Day, Labor Day, Martin Luther King Day, Memorial Day, New Year's Eve, New Year's Day, Thanksgiving and Veteran's Day.
- All permits will be issued no more than six months before an event. Applications must be submitted no later than ten working days before an event for a room and no later than five working days for a park.
- The reservation request and facility agreement must be completed by an adult age 21 and over. The applicant must be in attendance, supervise and be responsible for the entire event or activities.
- The applicant must be present to review a pre-activity and post-activity checklist with a City employee. A designated representative may be assigned when the applicant is the honoree (i.e. bride and groom).
- The reservation permit is for specific facilities and hours. Any approved setup and cleanup must be completed within the reserved time. The premises must be vacated as scheduled.
- All indoor rentals for individuals under 18 years of age, require one adult in attendance for every 20 minors, or increments thereof. Minors must remain supervised within the reserved area.
- Applicant must show proof of residency in order to receive the resident rate.

_____ *Applicant's initials - I have read and understand the* ***Facility Use Agreement Requirements****.*

FEES, DEPOSITS AND CANCELLATION PROCEDURES:

Fees for the use of City facilities are established, periodically adjusted and approved by the City Council. Current fees are listed on the Facility Fee Sheet.

- A security deposit will be required for all rentals. All or a portion of the deposit may be retained by the Department after inspection of the facility by designated staff if determined that the facility has not been left clean and/or in good repair. Applicant will be notified of the charge.
- A late fee will be charged for any time past the allotted time at a facility. The fee will be equivalent to the rental charge rounded up to the next half hour.
- Cancellation fees are established by resolution of the City Council.
- Cancellations by the City will result in a full refund and notification will be given immediately to the applicant.

_____ *Applicant's initials - I have read and understand the* ***Facility Use Agreement Fees, Deposits and Cancellations****.*

INSURANCE & LIABILITY

- Applicants acknowledge that neither the City nor the Department assumes any liability for any injury or loss or damage of personal property. The City of Newport Beach may require the renter to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than $1,000,000 per occurrence of commercial general liability insurance.
- Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equivalent to the total replacement cost will be charged.

_____ *Applicant's initials - I have read and understand the* ***Facility Use Agreement Insurance & Liability****.*

RESTRICTIONS

- A reservation permit may be revoked for the violation of any policy.
- Reservation permits shall NOT be transferred, assigned, or sub-let.
- The posted occupancy of City facilities shall not be exceeded.
- Smoking is prohibited in all and within 100 feet of City public buildings, parks and restrooms.
- No gambling shall be conducted on, or in, City facilities.
- Parking is permitted in designated spaces. No overnight parking is permitted at City facilities or parks. Vehicles are not permitted on park grass or fields.
- A City employee will have complete authority over the facility, equipment and participants including authority to request changes/cessation of activities.
- Use of the City Seal, Department or facility logos for marketing by the applicant is not permitted.

_____ *Applicant's initials - I have read and understand the* ***Facility Use Agreement Restrictions****.*

REGULATIONS:

A. Special Event Permits

1. Some outside events and activities may require a Special Event Permit based on amplified sound, road closures and number of participants, etcetera.

B. Use of Alcohol

1. Alcoholic Beverage Control (ABC) permits are required for events where alcohol is being sold and may be acquired through the Department of Alcoholic Beverage Control for non-profit organizations and caterers. For more information, contact the ABC licensing at 714-558-4101 or visit www.abc.ca.gov.

2. Alcohol (beer and wine only) is allowed with the required permit in specific rooms at the following centers: Newport Coast Community Center, Civic Center Community Room, Marina Park Community Center, and OASIS when done in compliance with the State of California Business and Professions Code Section 25604 and with the Recreation & Senior Services Director approval. Alcohol is not permitted at any other municipal facility.

3. The use of alcoholic beverages must be requested at the time the Facility Request Form is submitted.

4. Alcohol is not allowed when an event is designated for minors.

5. A minimum of two security guards for a minimum of four hours must be present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the contract end time. The security guards shall have the authority to enforce all rules and regulations governing facility rentals.

6. In the event that the Police are called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.

7. Alcohol may only be served by an adult 21 years of age or older and to an adult 21 years of age or older. If evidence is found that unauthorized alcohol is being served or that alcohol is served to a minor, the Police will be notified and the event will be terminated with all fees and deposits forfeited. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 shall be the sole responsibility of the organization or individual renting the facility.

8. The City requires a full liquor liability premium in addition to general liability insurance when alcohol is sold or served. The cost of the required liability insurance shall be borne by the applicant.

C. Use of Equipment & Setup

1. Public Address Equipment - use will be limited to that provided by the facility, unless written approval has been secured by the Department through a Special Event Permit.
2. Storage space - will not be granted at any time.
3. Candles - can be permitted under the following conditions:
    a. Recreation & Senior Services Department approval is obtained

b. Applicant must complete an application from the Newport Beach Fire Department Fire Prevention Division for a Temporary Permit to Operate (Candles & Open Flames in Assembly Areas). For more information, contact the Fire Prevention Division at 949-644-3106.
c. Submission of approved Temporary Permit to the Recreation & Senior Services Department.

4. Food - City staff is not permitted to serve or provide assistance with food. The caterer and/or applicant is responsible for the setup and food arrangements.
5. Tables & Chairs – Rental of facilities includes available tables and chairs on site as requested. A set up diagram is due no less than twenty working days prior to the event for the large banquet rooms at the Civic Center Community Room, Community Youth Center (CYC), Marina Park Center, Newport Coast Community Center and the OASIS Event Center.
6. Equipment and Furnishings Not Provided By the City – staff is not permitted to move equipment or furnishings not provided by the City. Applicant may not bring in equipment that cannot be easily carried or rolled into a facility. Equipment may not be dragged across the floor or grass.
7. Decorations – No use of nails, glue, tape, glitter, petals of any kind (real or fake), and/or confetti.

D. Use of Vendors

1. All businesses providing catering or event services must be disclosed in the Facility Request Form and must have a current City of Newport Beach business license on file. A reduced rate is available for a once per calendar year event. For more information contact the Revenue Division at 949-644-3141.

2. If the Department permits the use of the vendor, the vendor must supply a copy of a Certificate of Insurance naming the City as additionally insured for an amount no less than $1,000,000 per occurrence. All Vendors must also supply a copy of the Worker's Compensation to cover employees.

E. Use of Facility for Fundraising

1. Non-profit 501 (c) (3) groups may use the facility for fundraising activities and charge entrance fees and collect donations provided that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the Facility Request Form. Proof of non-profit status is required at the time of application.

2. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.

_____ *Applicant's initials - I have read and understand the* ***Facility Use Agreement Regulations****.*

CLEAN UP & MAINTENANCE PROCEDURES:

- Stains from food and beverages that require professional cleaning, which will result in additional expense to the City, will be charged directly to the applicant.
- Any items left in the facility will be disposed of.
- Tubs used to hold drinks must be kept in the kitchen or on a table with towels surrounding the tub to absorb condensation. Tubs shall not be placed on the floor in the event room.
- All decorations and catering equipment must be removed and all trash placed in proper receptacles.
- The oven, stove, and refrigerator are available in certain facilities and must be cleaned by applicant.
- All kitchen appliances & room counters or sinks must be thoroughly cleaned.

_____ *Applicant's initials - I have read and understand the* ***Facility Use Agreement Clean Up & Maintenance Procedures****.*

"I have read the Facility Use Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of security deposits and fees."

Print Name:_____

Signature: _____ Date: _____

Marina Park Exclusive Catering List

We are proud to offer our rentals a choice of six of Orange & Los Angeles County's best caterers from our Exclusive Catering List. Our caterers offer a wide variety of menus to satisfy all tastes and budgets from small informal gatherings to fundraisers and weddings. Please contact the individual caterer for prices, availability and more.

24 Carrots Catering & Events
www.24carrots.com
17851 Sky Park Circle
Irvine, CA 92614
P: (800) 717-1545
F: (949) 748-7886
Lynn Wagoner – Director of Venues
lynn@24carrots.com

At 24 Carrots, we know how to astonish your guests with attentive service, outstanding food and a unique presentation. Our well-prepared experts think of all the little details that turn a mundane event into an unforgettable experience.

Above All Catering Inc.
www.aboveallcatering.com
218 South Magnolia Avenue
Anaheim, CA 92804
P: (714) 220-1289
F: (714) 220-1282
Christine Garcia – Senior Sales Manager
christine@aboveallcatering.com

Above All Catering is Orange County's premier caterer specializing in making your event memorable. Our professional staff will assist you in planning all the details for a flawless event.

Blueberry Hill Restaurants Inc.
www.blueberryhillcatering.net
2667 East 28th Street #513
Signal Hill, CA 90755
P: (562) 981-8300
F: (562) 981-8353
Beverly Scheftz – Owner
bbhcatering@verizon.net

From Chicken Wings to Chicken Cordon Bleu, paper plates to fine china, we are the answer to all your questions. Let us take our time and do the work for you. Not only will we provide you with outstanding food and service, we'll also give you something priceless: time. Time to breathe, to relax…OK, well, at least breathe. Let Blueberry Hill cater your next event!

Jay's Catering
www.jayscatering.com
10581 Garden Grove Boulevard
Garden Grove, CA 92843
P: (714) 823-4034
F: (714) 636-4169
Emily Anderson – Director of Weddings and Events
emily@jayscatering.com

Jay's Catering has been bringing people to the table for over 45 years. Everything we craft is from scratch and we offer a full onsite bakery. No event is too big or too small.

Newport Rib Company
www.ribcompany.com
2196 Harbor Boulevard
Costa Mesa, CA 92627
P: (949) 631-2110
John Ursini – Owner
jursini@ribcompany.com

Locally owned and operated Newport Rib Company has been a local favorite for almost 30 years. Our full service catering department includes not only delicious mouth watering BBQ but luau's, prime rib feasts, sandwich bars, appetizers and more. Come sample for yourself how tastefully delicious your event can be.

Lighthouse Café
557 Wald
Irvine, CA 92618
P: (949) 933-1001
F: (949) 644-4625
Tad Belshe – Executive Vice President
tbelshe@lighthousenb.com

Lighthouse Café, located on the Marina Park property offers unsurpassed catering packages, menu customization and an operations team to meet every need. Our chef and catering management provides consulting on menus and décor to maximize the enjoyment for you and your guests. Marina Park offers several event locations with breathtaking views of the Newport Harbor, perfect for social events, weddings, or corporate meetings. Contact 949-933-1001 for more information or to book your event.

Marina Park - Special Event Catering Form

Event Date:_____ Client Name:_____

Facility Start Time: _____ Facility End Time:_____

OFFICE USE ONLY

Contact Information

Catering Company:_____ Contact:_____

Address:_____ City:_____ State:____ Zip:_____

Phone: _____ Email:_____

Day of the Event

Main contact (present at the event):_____ Number of staff during the event:_____

Estimated arrival time:_____ Estimated departure time:_____

Please provide a detailed description of how you will utilize our kitchen facilities for the event (including our kitchen equipment you plan on using):_____

_____

_____

_____

Additional equipment you will bring for the event (BBQs, chafing dishes, flatware, deep fryers, etc.):_____

_____

_____

Kitchen Use Agreement

Please read the following:

- I understand that we will be allowed in the facility and required to vacate the facility at the times agreed upon by our client's contract
- I understand that we are responsible for leaving all kitchen equipment and countertops clean and in the condition they were before the event.
- I understand that Marina Park only provides the appliances/equipment located in the kitchen. My staff will only use appliances they are familiar operating and cleaning properly

X_____ X_____

Signature of Main Catering Contact Date

Return form to: Danny Rice
Email: drice@newportbeachca.gov
By Mail: 1600 W. Balboa Blvd, Newport Beach, CA 92663
By Fax: 949-273-3520

Event Services/Equipment Form

Event Date:_____	Client Name:_____
Facility Start Time: _____	Facility End Time:_____

Contact Information

Event Service Company:_____ Contact:_____

Address:_____ City:_____ State:____ Zip:_____

Phone: _____ Email:_____

Day of the Event

Main contact (present at the event, delivery person, etc.):_____

Estimated arrival (drop off) time:_____ Estimated departure (pick up) time:_____

Please provide a detailed description of the services you are providing for this event (including any equipment you plan on bringing to the facility):_____

_____

_____

_____

_____

_____

Facility Agreement

Please read the following:

- I understand that we will be allowed in the facility and required to vacate the facility at the times agreed upon by our client's contract (times listed above)
- I understand that we are responsible for removing all event supplies and equipment from the facility before the facility end time agreed upon by our client's contract

X_____ X_____

Signature of Event Service Contact Date

Return form to: Danny Rice
Email: drice@newportbeachca.gov
By Mail: 1600 W. Balboa Blvd, Newport Beach, CA 92663
By Fax: 949-273-3520