Marina Park Rental Procedures

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

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

Reservation Requests must be received at least ten business days prior to your event date. Please allow five business days for approval of your rental. Full payment of your rental is due within ten business days of rental approval. Event Room reservation requests can be made up to one year in advance and all other rental spaces can be reserved up to six months in advance of your requested date. Not all reservation requests are guaranteed approval.

To process your request 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

Depending on the type of event, the following forms can be submitted to our office after your reservation has been approved:

1. Event Catering Form (If serving food at your event, you must choose from our Exclusive Catering List. Alcohol must be purchased and served through the Lighthouse Café). Please list your caterer on the designated line in the Reservation Request Form if your caterer is confirmed.
2. Event Vendor/Equipment forms with documentation of a business license and proper insurance for the use of outside vendors (due at least one week prior to rental date).
3. Proper permits (fire or alcohol – only if needed).
4. Completed room set-up diagram (due at least one week prior to rental date).

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
Marina Park Community & Sailing Center
1600 W. Balboa Boulevard, Newport Beach, CA 92663
www.newportbeachca.gov
P: 949-270-8150 | F: 949-723-3520

Marina Park Facility Rental Space

Event Room

Includes lobby and patio space
Max. capacity/theater seating: 158
120 - Banquet (16 x 16 space for dancing)
144 - Banquet (without dance space)
3,192 square feet

EVENT ROOM RATES (BILLED HOURLY)
COMMERCIAL RENTALS - RESIDENT: **$389** | NON-RESIDENT: **$715**
NON-PROFIT RENTALS - RESIDENT: **$141** | NON-RESIDENT: **$319**
PRIVATE RENTALS - RESIDENT: **$248** | NON-RESIDENT: **$425**
RESIDENT, YOUTH SERVING, NON-PROFIT ORGANIZATIONS & NMUSD RENTALS - **$81**

***$150 CLEANING FEE STANDARD WITH ALL EVENT ROOM RENTALS**

THE GRASS AREA CAN BE RESERVED WITH EVENT ROOM RENTALS FOR AN ADDITIONAL FEE (GRASS AREA INFORMATION AND PRICING LISTED ON THE FOLLOWING PAGE).

Available amenities: LCD projectors/screens, DVD/Blue-ray player, podium with attached microphone, microphones (handheld & hands-free), portable dry erase board, slideshow presenter with laser pointer, lobby TV display, two counters with sinks, 60" round tables, 6' x 2.5' rectangular tables, 30" round cocktail tables.

Bay Island or Collins Island

Large Classrooms

Max. capacity/theater seating: 79
64 - Banquet rounds with chairs
1,187 square feet
*lobby and patio space not included

LARGE CLASSROOM RATES (BILLED HOURLY)
COMMERCIAL RENTALS - RESIDENT: **$148** | NON-RESIDENT: **$263**
NON-PROFIT RENTALS - RESIDENT: **$52** | NON-RESIDENT: **$117**
PRIVATE RENTALS - RESIDENT: **$90** | NON-RESIDENT: **$158**
RESIDENT, YOUTH SERVING, NON-PROFIT ORGANIZATIONS & NMUSD RENTALS - **$26**

***$150 CLEANING FEE CHARGED DEPENDING ON EVENT SPECIFICS**

Available amenities (in both rooms): LCD projector/screen, DVD/Blue-ray player, podium with attached microphone, microphones (handheld & hands-free, portable dry erase board, slideshow presenter with laser pointer, counter with sink, 60" round tables, 6' x 2.5' rectangular tables, 30" round cocktail tables.

Little Balboa Island

Medium Classroom

Max. capacity/theater seating: 61
41 - Seating with tables (depending on set-up specifics)
921 square feet

MEDIUM CLASSROOM RATES (BILLED HOURLY)
COMMERCIAL RENTALS - **$112**
NON-PROFIT RENTALS - **$40**
PRIVATE RENTALS - **$71**
RESIDENT, YOUTH SERVING, NON-PROFIT ORGANIZATIONS & NMUSD RENTALS - **$21**

Available amenities: 60" TV cart, DVD/Blue-ray player, portable dry erase board, slideshow presenter with laser pointer, 6' x 2.5' rectangular tables, counter with sink.

Linda Isle

Small Classroom

Max. capacity/theater seating: 49
29 - Seating with tables (depending on set-up specifics)
734 square feet

SMALL CLASSROOM RATES (BILLED HOURLY)
COMMERCIAL RENTALS - **$87**
NON-PROFIT RENTALS - **$32**
PRIVATE RENTALS - **$54**
RESIDENT, YOUTH SERVING, NON-PROFIT ORGANIZATIONS & NMUSD RENTALS - **$14**

Available amenities: 60" TV cart, DVD/Blue-ray player, portable dry erase board, slideshow presenter with laser pointer, 6' x 2.5' rectangular tables.

EVENT ROOM & CLASSROOM 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)

Marina Park Grass Area & Picnic Rentals

Grass Area Rentals

***Available with Event Room Rentals only**
Max. capacity: 158

GRASS AREA RATES (BILLED HOURLY)
COMMERCIAL RENTALS - RESIDENT: **$255 |** NON-RESIDENT: **$477**
NON-PROFIT RENTALS - RESIDENT: **$72 |** NON-RESIDENT: **$113**
PRIVATE RENTALS - RESIDENT: **$81 |** NON-RESIDENT: **$132**
RESIDENT, YOUTH SERVING, NON-PROFIT ORGANIZATIONS & NMUSD RENTALS - **$54**

Available amenities: Electrical bollard located near reserved area in park. (Price included in rental rate. Use of electricity must be requested.)

Amplified sound is not permitted in the park without a special event permit or Recreation Department approval. Chairs and equipment must all be rented through a rental company as Marina Park chairs, tables and equipment are not available for outside use. No alcohol permitted in the grass, picnic area or surrounding park.

Picnic Area Rentals

One shaded structure available for rent.
Max. capacity: 40

PICNIC AREA RATES (BILLED HOURLY)
COMMERCIAL RENTALS - **$222**
NON-PROFIT RENTALS - **$39**
PRIVATE RENTALS - **$45**
RESIDENT, YOUTH SERVING, NON-PROFIT ORGANIZATIONS & NMUSD RENTALS - **$15**

***$13/HOUR FEE APPLIED TO PICNIC AREA RENTALS REQUESTING TO USE MARINA PARK ELECTRICITY.**

Available amenities: Electrical bollard located near reserved area in park. (Price not included in rental rate. Use of electricity must be requested and paid for.)

***Bounce houses are not permitted at picnic rentals between Memorial Day and Labor Day.**

Grass & Picnic Area Rental Hours

MONDAY-SATURDAY: 8:00AM-8:00PM
SUNDAY: 8:00AM-7:30PM

MARINA PARK

East Lot Reservations & General Parking Information

PARKING RENTAL RATES
East Parking Lot Fee - **$89.25/hour**
(fee not charged after 6:00pm)
Parking Signage Fee - **$24.00**

EAST LOT RESERVATIONS

- The parking lot located east of the 16th Street vehicular entrance has 35 spaces that can be reserved for Event Room rentals. East lot reservations are also available for some large classroom rentals on a first-come-first-served basis.
- There is a 35 space minimum for parking lot rentals.
- The lot can be reserved up to an hour before your rental setup time begins and up to an hour after your event cleanup time.
- Rented spaces will have private event parking signage posted 72 hours in advance of your rental date.
- Reservation applicants will be sent a permit to place on the dashboard of cars parking in the rented lot. It is the applicant's responsibility to disperse the permit to rental attendees.
- Parking lot rentals requiring more than 35 reserved spots must hire a valet company to staff and stack the lot.
- There is a 55 car maximum when the lot is stacked and staffed by a valet company.
- Valet vendor forms, City of Newport Beach Business License and proof of insurance are due one month prior to your rental date.

GENERAL PARKING INFORMATION

- 177 metered parking spaces
- $2.55 an hour
- The lot is open from 6:00am-12:00am daily and metered from 6:00am-6:00pm.
  There are easy ways to pay for parking when the lot is not reserved in advance:
- Download the Parkmobile app on to your phone. Create an account, and use this app for parking, not only at this location, but also throughout the city where signs are posted.
- Use the stationary pay station located on site.

Parking on the Balboa Peninsula during summer months, 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.

Rental Information, Special Fees & Licenses

Security Deposit

Security deposits are held until 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.

SMALL CLASSROOM - **$100**
MEDIUM CLASSROOM- **$100**
LARGE CLASSROOM- **$185**
PICNIC AREA - **$100**
EVENT ROOM - **$200 (EVENTS WITHOUT ALCOHOL)**
$400 (EVENTS WITH ALCOHOL)

*IF PAYING YOUR RENTAL BY CHECK, A SEPARATE CHECK SHOULD BE SUBMITTED FOR THE SECURITY DEPOSIT. CREDIT CARDS WILL BE HELD ON FILE UNTIL THE COMPLETION OF YOUR EVENT.

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, its officers, officials, employees and volunteers 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: $54.00 per hour with a 4 hour minimum. Additional guards may be required depending on event scope.
    c. Alcohol (beer and wine only) must be purchased and served through the Lighthouse Café.
2. All professional services utilized for events require a City of Newport Beach business license and the Marina Park Event Services form completed.
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 and Life Safety Services at (949) 644-3106.

Cancellations

A facility rental cancellation that occurs less 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).

*Picnic area cancellations with less than seventy-two hours' notice will be charged the entire rental fee.

Admin Fee

$5 per reservation.

***All rental rates are subject to change per City Council approval.**

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:	Time Including Setup & Cleanup: START TIME / END TIME	Actual Event Time: START TIME / END TIME
Location Name:		If Center 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.*

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 Facility Use Agreement, understand them, and agree to be bound by it in full.

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

FACILITY USE AGREEMENT

The City of Newport Beach ("City") offers a variety of recreational facilities, which include but are not limited to, parks, playing fields, gymnasiums, community rooms, and swimming pools ("Facilities") that are available to the public for civic, social, educational, athletic, and cultural activities or events, and for limited commercial use. This Facility Use Agreement ("Agreement") outlines City policies and procedures for use of Facilities. This Agreement must be completed along with the Reservation Request Form to obtain a permit for reserved use of Facilities. The policies and procedures set forth in this Agreement are intended to provide use regulations and application and scheduling procedures to accommodate use of Facilities. In addition to the polices and procedures set forth herein, all City, State, and Federal laws, rules and regulations must be followed. Additionally, see Newport Beach City Council Policies B-5, B-10, B-13 and B-16 for further policies and procedures governing use of Facilities.

RESERVATION REQUIREMENTS

1. 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.

2. 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.

3. The Reservation Request Form and this Facility Use Agreement must be completed by an adult age 21 or over ("Responsible Person") on behalf of the person or entity that desires to use the Facilities ("Applicant"). The Responsible Person must be in attendance at all times for the duration of the use of Facilities in order to supervise and ensure compliance will all policies, procedures, rules and regulations.

4. The Responsible Person must be present to review a pre-activity, and post-activity, checklist with a City employee.

5. A reservation permit applies only to the specified Facilities and for specified duration. Setup and cleanup must be completed within the reserved time. The Facilities must be vacated by or before the end of the specified duration.

6. All indoor Facility rentals for use by attendees under 18 years of age require one adult in attendance for every 20 minors, or increments thereof. Minors must remain supervised at all times.

7. 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 Facilities are established by the City Council and are periodically adjusted by the City Council. Current Facility fees are listed on the Facility Fee Sheet.

1. A security deposit is required for all Facility rentals. All or a portion of the deposit may be retained by the City if, after inspection of the Facility by designated staff, it is determined that the Facility has not been left clean and/or in good repair. Applicant will be notified of the charge.

2. A late fee will be charged for any Facility use beyond the specified duration. The late fee will be equivalent to the Facility rental charge rounded up to the next half hour.

3. Cancellation fees are established by resolution of the City Council.

4. 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

1. APPLICANT AGREES TO RELEASE, WAIVE, AND HOLD THE CITY OF NEWPORT BEACH, ITS OFFICERS, AGENTS, EMPLOYEES, OFFICIALS, AND VOLUNTEERS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, PROCEEDINGS, LIABILITY, INJURY, LOSS, OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF APPLICANT'S RENTAL OR USE OF THE FACILITIES, OF ANY NATURE WHATSOEVER, WHETHER KNOWN OR UNKNOWN, AND APPLICANT HEREBY WAIVES ALL RIGHTS UNDER CALIFORNIA CIVIL CODE § 1542, WHICH STATES: *"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."*

2. Without limiting Applicants' indemnification of City, the City may require Applicant to obtain, provide and maintain at its own expense for the duration of use of the Facilities policies of insurance of the type, amounts, terms and conditions as may be designated by the City. Typically general liability insurance is required in an amount no less than one million dollars ($1,000,000) per occurrence and naming the City of Newport Beach as an additional insured.

3. Facilities and equipment are to be left in the same condition as they were prior to the rental. Applicant is responsible to pay for any damage to the Facilities or City equipment. A fee equivalent to the repair or replacement, whichever is less, will be charged.

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

RESTRICTIONS

1. A reservation permit may be revoked for violation of any applicable policy, procedure, rule, law, or other regulation.

2. Reservation permits are not transferrable, assignable, and may not be sub-let.

3. The posted occupancy of Facilities shall not be exceeded.

4. Smoking is prohibited in all Facilities, and within 100 feet of any other public buildings, parks, and restrooms.

5. No gambling shall be conducted on, or in, the Facilities.

6. Parking is permitted in designated spaces only. No overnight parking is permitted at Facilities or other City property. Vehicles are not permitted on park grass or fields.

7. Applicant agrees to comply with a designated City employee's directions regarding use of Facilities and equipment, including but not limited to, requests for changes to, or cessation of, specific activities.

8. Use of the City Seal, logos, or marks, or of any City department or Facility, is prohibited.

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

REGULATIONS:

A. Special Event Permits and Other Permits

1. Some outside events and activities may require a Special Event Permit based on amplified sound, road closures, number of participants, or other factors. Applicant is responsible for obtaining any other permits that may be required.

B. Use of Alcohol

1. Alcoholic Beverage Control (ABC) permits are required for events where alcohol will be 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 Facilities: 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 (2) security guards, for a minimum of four (4) hours, must be present at the Facility at all times. The guards must arrive thirty (30) minutes before attendee arrival time, and remain present for the duration of the use of the Facility. The guards shall have the authority to enforce all policies, procedures, rules, laws, or other regulations governing use of the Facility.

6. If Newport Beach Police are called, the cost of police services shall be deducted from the Applicant's security deposit, and 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 only to an adult 21 years of age or older. If alcohol is served to a minor, the police will be notified and the event will be terminated with all fees and deposits forfeited. Applicant shall be solely responsible for any injuries caused by, arising out of, or connected with the use of alcohol.

8. The City requires a full liquor liability premium in addition to any other required insurance when alcohol will be sold or served. The cost of the required liquor 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 City through a Special Event Permit.

2. Storage space - will not be granted at any time.

3. Candles - may 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 Operate Candles & Open Flames in Assembly Areas to the Recreation & Senior Services Department.

4. Food - City staff is not permitted to serve or provide assistance with food. Applicant or Applicant's caterer is solely 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 (20) 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 – 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 City permits the use of a vendor, the City may require the vendor to obtain, provide and

maintain for the duration of use of the Facilities policies of insurance of the type, amounts, terms and conditions as may be designated by the City. Typically general liability insurance is required in an amount no less than one million dollars ($1,000,000) per occurrence and naming the City of Newport Beach as an additional insured. All vendors must also provide proof of Worker's Compensation to cover its 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 active 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

1. Stains from food and beverages that require professional cleaning or which will result in additional expense to the City will be deduced from Applicant's security deposit and any amount that exceeds the security deposit will be charged directly to the Applicant.

2. Any items left in the Facility will be disposed of.

3. 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.

4. All decorations and catering equipment must be removed and all trash placed in proper receptacles.

5. Any oven, stove, or refrigerator that is available in certain Facilities must be cleaned by Applicant.

6. 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, understand it, and agree to adhere to it. Furthermore, I understand that non-compliance may result in the cancellation of the reservation and/or non-return of security deposits and fees.

Print Name:_____

Signature: _____ Date: _____

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 understand that all spaces available to rent are located on the second floor and that first floor spaces (other than the grass and picnic area) are not available to rent.
- I agree to not use nails, glue, staples or tape directly on facility surfaces.
- I understand the use of candles requires prior permitting from the City of Newport Beach's Fire Prevention and Life Safety Services Department.
- I understand the outside Event Room doors and patio area windows 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 $2.30 per hour per space.
- I understand there is no parking in Marina Park parking lots from 12am-6am.
- I understand that City employees will have complete authority over the facility, equipment and participants including authority to request changes/cessation of activities.
- I understand alcohol must be purchased and served through Lighthouse Café at all Marina Park rentals.
- I understand non-profit groups are permitted to apply for a Special Daily License through ABC if they wish to relinquish the alcohol license from the Marina Park alcohol license holder (Lighthouse Café) for a special event.
- 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:** _____

MARINA PARK

Exclusive Catering List

Lighthouse Bayview Café
www.lighthousenb.com
*The exclusive beer and wine vendor at Marina Park rentals.
1600 West Balboa Boulevard, Newport Beach, CA 92663
P: (949) 299-1121 | F: (949) 644-4625
Thomas Giulioni – Catering Sales Manager
tgiulioni@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 949-299-1121 for more information or to book your event.

Newport Rib Company
www.ribcompany.com
2196 Harbor Boulevard, Costa Mesa, CA 92627
(949) 631-2110
Laura Ursini Marroquin – Catering Manager
lmarroquin@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 mouthwatering BBQ but luau's, prime rib feasts, sandwich bars, appetizers and more. Come sample for yourself how tastefully delicious your event can be.

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!

24 Carrots Catering & Events
www.24carrots.com
150 Baker Street East, Costa Mesa, CA 92626
(714) 942-6055
Hannah Penprase – Catering + Event Specialist
hannah@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.

Jay's Catering
www.jayscatering.com
10581 Garden Grove Boulevard, Garden Grove, CA 92843
P: (714) 823-4026 | F: (714) 636-4169
Brittany Klein – Event Specialist
brittany@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.

Plums Café & Catering
www.plumscafe.com
369 E. 17th Street, Costa Mesa, CA 92627
(949) 722-7586
Kim Jorgenson
info@plumscafe.com
We started as a catering company and continue to innovate our catering services in addition to our cafe. Plums Catering's services, menu, cocktails and wine pairing are always high quality, consistent and beautifully executed. Our full-service team brings reliability and 25-plus years of catering service and dining experience to your table.

California Fresh Catering
www.californiafreshcatering.com
15011 Parkway Loop, Suite E, Tustin, CA 92780
(714) 247-0070
Jayme O'Neil
events@californiafreshcatering.com
At California Fresh Catering, passionate aboubt food is not just our motto it is what drives us every day. Inspired menus, the freshest ingredients, and chef-crafted food with a true commitment to scratch cooking is what sets us apart. Time and time again we receive praise for our innovative cuisine. We love hearing that our guests are still talking about our food even months after the event.

Mario's Pizza - A Taste of Italy
4507 W. Coast Hwy, Newport Beach, CA 92663
P: (949) 722-7151 | C: (949) 370-8830 | F: (714) 220-1282
Lida Rashid - Owner
mariosnewport@gmail.com
Mario's pizza has been successfully serving the Newport Beach community since 1977. We serve authentic Italian dishes hand crafted with the finest and freshest ingredients. Keeping different taste buds in mind we have a wide variety of entrées to choose from. Let us make your events special and memorable.

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.