

Civic Center Community Room Rental Information



FACILITY DETAILS

ROOM	CAPACITY	AMENITIES INCLUDED	AVAILABILITY
Community Room	150 Banquet Seating 180 Theatre Seating	Warming kitchen, 15 rectangular meeting tables, 150 chairs	Monday-Thursday: 7:30am-10:00pm Friday: 7:30am-12:00midnight Saturday: 8:00am-12:00midnight Sunday: 8:00am-10:00pm
		Audio visual equipment available for an additional fee including LCD projector and screen, DVD player, microphones	

*Parties must schedule their end time according to room availability hours. Parties must be cleaned up and out of the room by the designated end times listed above.

RENTAL FEES

- A. Rates are billed hourly.
- B. All rentals will be charged a \$5 administrative fee.
- C. All rentals require a two hour minimum.
- D. Time needed for setup and cleanup will be included in billable hours.
- E. Full payment is required within 5 business days of reservation request approval.

FACILITY	COMMERCIAL		NON-PROFIT		PRIVATE		CLEANING Fee
	R	NR	R	NR	R	NR	
Community Room (includes use of kitchen)	\$310	\$562	\$120	\$180	\$175	\$280	\$150
Civic Center Lawn	\$230	\$430	\$66	\$102	\$75	\$110	

R = City of Newport Beach Resident NR = Non-Resident (Proof of residence and non-profit status is required)

RESERVATIONS

Reservations for use of the Civic Center Community Room may be made up to six months in advance starting on the first Tuesday of the month. For example, the first opportunity to make reservations for an event planned for December 31st would be the first Tuesday in July. Reservations must be made no later than ten working days before the event. Applications to rent the Civic Center Community Room must be submitted on the Reservation Request Form. Approval or denial of a reservation request will be provided within two working days of receipt of a completed application. Applicants must provide all information to assure compliance with the requirements and regulations of this agreement.

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 clean up 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.

FACILITY	SECURITY DEPOSIT
Community Room	\$200 (Events without alcohol)
Civic Lawn	\$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 must 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 the City of Newport Beach.
 - b. SECURITY GUARD: \$34 per hour for two guards with a 4 hour minimum.
 - 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. SPECIAL EVENT PERMIT: Outdoor events with amplified sound require a Special Event Permit. Each event will be reviewed and determined whether a permit is needed based on additional factors.
4. 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.
5. 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.
6. For more information on facility regulations, restrictions, and requirements, please review the Civic Center Community Room Facility Use Agreement.

CANCELLATIONS

Cancellation of rentals by users for the Civic Center Community Room which occur fewer than thirty days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations made with fewer than seventy-two hours notice will be charged the entire rental fee. All cancellations will be charged a \$10 processing fee.

CONTACT INFORMATION

For reservations at the Civic Center Community Room or more venue information please contact: Jonathon Harmon (949) 644-3150
For information on other Newport Beach facilities, please call (949) 644-3151.