

Civic Center Community Room and Lawn 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 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.

LAWN	CAPACITY	AMENITIES INCLUDED	AVAILABILITY
Community Room	1500	Civic Lawn, ample parking in structure, High amp outdoor outlets	Monday-Friday: Per-Case Basis Saturday: 8:00am-8:00pm Sunday: 8:00am-8:00pm

RENTAL FEES

- Rates are billed hourly.
- All rentals will be charged a \$5 administrative fee.
- All rentals require a two hour minimum.
- Time needed for setup and cleanup will be included in billable hours.
- 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	\$120	

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. 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 charged only if upon inspection of facilities 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 and Civic Lawn	\$200 (Events without alcohol)
	\$400 (Events with alcohol)

Catering and Alcohol Service

24 Carrots is the sole caterer and tender for the Community Room, Community Room Patio, and Civic Center Lawn. Events wishing to have any food and beverages must use 24 Carrots.

SPECIAL FEES AND LICENSES

1. EVENTS THAT SERVE ALCOHOL:
 - 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. Alcohol allowed on Lawn- must be confined to fenced in and secure area. Must follow ABC Specifications and a Special Event Permit will be required.
 - d. All tending of alcohol service will be through 24 Carrots who hold the ABC permit.
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 or alcohol require a Special Event Permit. Each event will be reviewed and determined whether a permit is approved 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 and Lawn 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 the Recreation Department at (949) 644-3150. For information on other Newport Beach facilities, please call (949) 644-3151.