

City of Newport Beach
Recreation & Senior Services Department

Facility Rentals



Civic Center - Community Room Facility Rentals

Types of Rentals

Weddings, anniversary parties, showers, meetings.

Contact Information



100 Civic Center Drive.,
Newport Beach, CA 92660



recreation@newportbeachca.gov



949-644-3151



www.newportbeachca.gov/recreation

Civic Room - Capacity

150 - Meeting / Banquet

180 - Lecture

200 - Standing

Catering

Rentals using the Civic Center Community Room must choose from our Exclusive Catering List.

Alcohol Policy

Beer and wine only

Allowed for parties designated for adults 21 and older

Security guard service required

Certificate of Liability insurance must be furnished by rental naming the City of Newport Beach as additionally insured

Warming Kitchen

Audio/Visual Equipment and Microphones

Free Parking in structure

7700 sq. feet of rentable space

Patio

15, 6ft. rectangle tables, 150 chairs

**Lawn (Rent seperately) - Capacity: 1500
approximately 2200 square feet**

Pricing

*Please refer to the fee schedule.



Call for Availability

949-644-3151

Marina Park

Facility Rentals

Types of Rentals

Weddings, fundraisers, anniversary parties, birthday parties, showers, meetings, retreats and banquets.

Event Room - Capacity: 158

112 – Banquet (16 x 16 space for dancing)

144 – Banquet (without dance space)

158 – Theatre seating

Warming Kitchen
(must choose from our catering list)

LCD projector

DVD player/Blu-ray

Microphones (handheld and handsfree)

Mp3/laptop hookups

60" round tables

6' x 2.5' rectangular tables

30" round cocktail tables

Chairs

Patio / lobby space

Lectrum with Microphone

Marina Park Grass Area - Capacity: 158

(In addition to event room rentals only)

Large Meeting Room - Capacity: 79

64 – Round Seating with tables

79 – Theatre seating

Display screens/television

DVD player

Microphones

LCD Projector/Screen

Portable dry erase board

Rectangular tables


Chairs

Counter with sink



Contact Information

 1600 W Balboa Blvd.,
Newport Beach, CA 92663

 recreation@newportbeachca.gov

 949-270-8150

 www.newportbeachca.gov/recreation

Medium Meeting Room - Capacity: 61

41 – Seating with tables

61 – Theatre seating

DVD player

Portable dry erase board

Portable 60" LCD screen with Blu-ray / DVD player

Rectangular tables

Chairs

Counter with sink

Small Meeting Room - Capacity: 49

29 – Seating with tables

49 – Theatre seating

Display screens/television

DVD player

Portable Dry Erase Board

Rectangular tables

Chairs

Alcohol Policy

Beer and wine only

(must be purchased and served through Lighthouse Café)

Allowed for parties designated
for adults 21 and older

Security guard service required

Certificate of Liability insurance must be furnished
by rental naming the City of Newport Beach as
additionally insured

Pricing & Availability

Call facility for pricing information and availability



Amenities

35 metered parking spaces

Catering

Rentals using the Event Center must choose from our
Exclusive Catering List.

Rentals using large and small meeting rooms can
bring in cold items but do not have access to a kitchen.

Marina Park

Slip Rental

Types of Rentals

Slip into paradise! Newport Beach's newest, award-winning marina is now booking overnight slips. Vacation or staycation, relax and discover the elegant charm of Newport Beach.

Capacity

21- 40' slips starting at \$60.00

2- 55' slips starting at \$82.50

Availability

Book now!

www.newportbeachca.gov/marinapark

949-270-8159

Contact Information



1600 W Balboa Blvd.,
Newport Beach, CA 92663



dockmaster@newportbeachca.gov



949-270-8159



www.newportbeachca.gov/marinapark

Amenities

23 visitor-serving slips

Water

Shore Power

In-Slip Pumpout

Free Wi-Fi

Warm Showers

Restrooms

Laundry Room



Contact Information

33° 36' 28.91" N | 117° 55' 19.74" W

1600 West Balboa Boulevard

dockmaster@newportbeachca.gov

949-270-8159

www.newportbeachca.gov/marinapark

Newport Coast

Community Center



Contact Information



6401 San Joaquin Hills Rd.

Newport Coast, CA 92657



recreation@newportbeachca.gov



949-270-8100



www.newportbeachca.gov

Newport Ridge & Pelican Room Capacity

24 – Banquet

16 – Classroom

25 – Theater

15 – Conference

* These rooms can be combined to double max capacity

Overhead speakers with MP3 hook ups

Countertop with sink

10 ft wide projector screen

Newport Coast & Willinger Room Capacity

50 – Banquet

24 – Classroom

50 – Theater

30 – Conference

* These rooms can be combined to double max capacity

Wood floors

Wireless microphones with overhead speakers

Countertop w/ sink

LCD projector w/ 10 ft wide screen

Operating Hours

Call for availability.

* Events must end by 10 p.m.

Additional Amenities

72" round banquet tables

6" rectangular tables (adjustable height)

Padded chairs

Warming kitchen

Gymnasium (sporting events only)

Large outdoor patio

Pricing

Please refer to the fee schedule.

Alcohol Policy

Beer and wine only

Allowed for parties designated
for adults 21 and older

Security guard service required

Certificate of Liability insurance must be furnished
by rental naming the City of Newport Beach as
additionally insured



OASIS

Facility Rentals

Types of Rentals

Weddings, fundraisers, anniversary parties, birthday parties, showers, meetings, business/non-profit, retreats.

Contact Information



801 Narcissus Avenue
Corona del Mar, CA 92625



oasiscenter@newportbeachca.gov



949-644-3244



www.newportbeachca.gov/oasis

Event Center

225 – Banquet (with space for dancing)

240 – Banquet (without dance space)

300 – Theatre seating

Full service commercial kitchen
(must choose from our catering list)

663 Square foot platform stage with
handicap accessible lift

Green Room

LCD projector with 14' wide screen

DVD player

Microphones (handheld and hands free)

MP3/laptop hookups

60" round tables

6' x 2.5' rectangular tables

36" round cocktail tables

Banquet chairs

Courtyard

(included with Event Center rental only)

200 – Theatre seating

Gas barbecues (for caterer use only)

Patio furniture with umbrellas

Cushioned lounge patio furniture

Gas fire pit



Large Meeting Room

60 – Seating with tables

80 – Theatre seating

65" LCD display television

Drop down projector screen

LCD Projector

DVD player

Wireless microphones with overhead speakers

Mounted dry erase presentation board

Rectangular tables

Card tables

Cloth-lined chairs

Counter with sink

Coffee pot



Small Meeting Room

30 – Seating with tables

50 – Theatre seating

65" LCD display television

5' x 5' portable projector screens

LCD Projector

DVD player

Mounted dry erase presentation board

Rectangular tables

Cloth-lined chairs

Counter with sink

Coffee pot

* No overhead sound in small classroom

Amenities

Free parking in two lots

* No overnight parking

Catering

Rentals using the Event Center
must choose from our
Exclusive Catering List.

Rentals using large and small
meeting rooms can bring in cold items, but do not have access
to a kitchen.



Alcohol Policy

Beer and wine only

Allowed for parties designated
for adults 21 and older

Security guard service required

Certificate of Liability insurance must be furnished
by rental naming the City of Newport Beach as
additionally insured

Pricing & Availability

Call facility for pricing information and availability

Bonita Creek Community Center

Types of Rentals

Meetings, parties, banquets, and various events.

Capacity

70

Amenities

Courtyard, Kitchen available with fridge and stove.

Contact Information



3010 La Vida
Newport Beach, CA



recreation@newportbeachca.gov



949-644-3151



www.newportbeachca.gov/recreation

Carroll Beck Community Center

Types of Rentals

Meetings, parties, banquets, and various events.

Capacity

55

Amenities

Courtyard, one small room, kitchen.

Contact Details



115 Agate Ave.
Newport Beach, CA



recreation@newportbeachca.gov



949-644-3151



www.newportbeachca.gov

Cliff Drive Community Center

Types of Rentals

Meetings, parties, banquets, and various events.

Capacity

35

Amenities

Courtyard, one small room.

Contact Details



301 Riverside Ave.
Newport Beach, CA



recreation@newportbeachca.gov



949-644-3151



www.newportbeachca.gov

Community Youth Center (CYC)

Types of Rentals

Meetings, parties, banquets, and various events.

Capacity

Pirates Cove - 60
China Cove - 60

Amenities

Courtyard, white board.

Operating Hours

Monday-Thursday: 7:30 am -10:00 pm

Friday: 7:30 am - 11:00 pm

Saturday: 8:00 am - 11:00 pm

Sunday: 8:00 am - 8:00 pm

Contact Details



3000 Fifth Ave
Corona del Mar, CA 92625



metorres@newportbeachca.gov



949-644-3165



www.newportbeachca.gov

Reservable

Picnic and /or Park Areas

Locations

Arroyo, Channel Place, Galaxy View, Lookout Point, Begonia, Cliff Drive, Grant Howald, Peninsula, Bonita Canyon, Coastal Peak, Inspiration Point, San Miguel, Bonita Creek, Eastbluff, Irvine Terrace-E, Irvine Terrace-W, Marina Park, Veterans Memorial, Buffalo Hills, Sunset Ridge Park

Bounce-Houses

and similar activities

Locations

Bonita Canyon, Grant Howald, Bonita Creek, Mariners, Buffalo Hills, Peninsula, Channel Place, San Miguel, Eastbluff, Marina Park, Veterans Memorial.

Wedding Ceremonies

Multiple accommodations

City of Newport Beach Parks

Call for availability. Restrictions apply.

Restrictions

Facilities not available for reservations.

Days

Christmas Eve, Christmas Day, Martin Luther King Day, Easter, President's Day, 4th of July, Labor Day, Memorial Day, New Years Day, Thanksgiving or Veteran's Day.

Maximum Occupancy of Parks

20 Channel Place, Inspiration Point, Lookout Point, Ensign View, Galaxy View.

40 Marina Park

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

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

1500 Civic Center Lawn

Contact Information



100 Civic Center drive

Newport Beach, CA



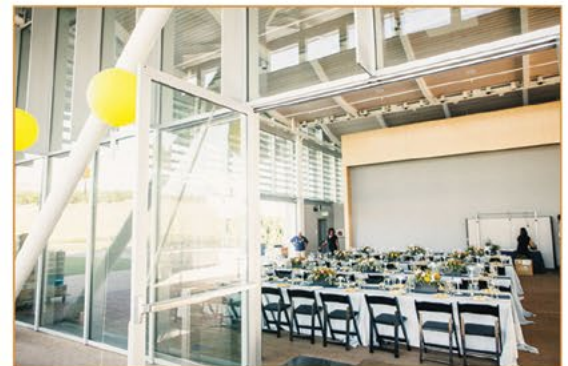
recreation@newportbeachca.gov



949-644-3151



www.newportbeachca.gov





Master Fee Sheet



CIVIC CENTER COMMUNITY ROOM & LAWN

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Community Room	\$341/hour	\$618/hour	\$192/hour	\$307/hour	\$131/hour	\$197/hour	\$81/hour
Civic Center Lawn*	\$253/hour	\$473/hour	\$81/hour	\$131/hour	\$72/hour	\$111/hour	\$54/hour
ADDITIONAL FEES Admin fee/reservation: \$5 Cleaning fee - Community Room: \$150		SECURITY DEPOSIT Events without alcohol: \$200 Events with alcohol: \$400		CANCELLATION FEES Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee			
SECURITY GUARDS Events with alcohol require two guards (4 hour minimum): \$46.60/hour for two guards					REFUND PROCESSING FEE \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over		
*Lawn reservations require reserving the Community Room as well.							

MARINA PARK COMMUNITY CENTER & PARK

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Event Room	\$386/hour	\$709/hour	\$246/hour	\$421/hour	\$140/hour	\$316/hour	\$81/hour
Large Class Room	\$147/hour	\$261/hour	\$90/hour	\$157/hour	\$52/hour	\$116/hour	\$26/hour
Medium Class Room	\$111/hour		\$71/hour		\$40/hour		\$21/hour
Small Classroom	\$87/hour		\$54/hour		\$32/hour		\$14/hour
Grass Area*	\$253/hour	\$474/hour	\$81/hour	\$132/hour	\$72/hour	\$113/hour	\$54/hour
Picnic Area	\$220/hour		\$45/hour		\$39/hour		\$15/hour
ADDITIONAL FEES Admin fee/reservation: \$5 Cleaning fee: \$150		SECURITY DEPOSIT Picnic Area: \$100 Small Class Room: \$100 Medium Class Room: \$100 Large Class Room: \$185 Event Center - without alcohol: \$200 Event Center - with alcohol: \$400		CANCELLATION FEES Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee			
SECURITY GUARDS Events with alcohol require two guards (4 hour minimum): \$46.60/hour for two guards					REFUND PROCESSING FEE \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over		
*Grass area reservations require reserving the Event Room as well.							

NEWPORT COAST COMMUNITY CENTER

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Newport Ridge & Pelican *	\$175/hour	\$350/hour	\$86/hour	\$173/hour	\$54/hour	\$103/hour	\$25/hour
Newport Coast & Willinger *	\$296/hour	\$571/hour	\$138/hour	\$270/hour	\$72/hour	\$144/hour	\$52/hour
Gymnasium - Sports Events Only	\$387/hour	\$744/hour	\$118/hour	\$213/hour	\$86/hour	\$149/hour	\$46/hour
ADDITIONAL FEES Admin fee/reservation: \$5 Cleaning fee: \$150		SECURITY DEPOSIT Newport Ridge & Pelican: \$100 Newport Coast & Willinger: \$185 Gymnasium: \$185		CANCELLATION FEES Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee			
SECURITY GUARDS Events with alcohol require two guards (4 hour minimum): \$46.60/hour for two guards					REFUND PROCESSING FEE \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over		
*Rooms may be reserved separately at half the hourly rate.							

OASIS COMMUNITY CENTER

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Event Center	\$395/hour	\$709/hour	\$220/hour	\$362/hour	\$147/hour	\$225/hour	\$81/hour
Large Meeting Room	\$296/hour	\$571/hour	\$138/hour	\$270/hour	\$72/hour	\$144/hour	N/A
Small Classroom	\$175/hour	\$350/hour	\$86/hour	\$173/hour	\$54/hour	\$103/hour	N/A
<p>ADDITIONAL FEES Admin fee/reservation: \$5 Cleaning fee: \$150</p> <p>SECURITY DEPOSIT Event Center - without alcohol: \$200 Event Center - with alcohol: \$400 Large Meeting Room: \$185 Small Classroom: \$100</p> <p>CANCELLATION FEES Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p> <p>SECURITY GUARDS Events with alcohol require two guards (4 hour minimum): \$46.60/hour for two guards Parties of 200 or more without alcohol require one guard (4 hour minimum): \$23.30/hour for one guard</p>							

COMMUNITY YOUTH CENTER (CYC)

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Classrooms (2)	\$175/hour	\$350/hour	\$86/hour	\$173/hour	\$54/hour	\$103/hour	\$25/hour
<p>ADDITIONAL FEES Admin fee/reservation: \$5</p> <p>SECURITY DEPOSIT Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p>CANCELLATION FEES Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE: \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>							

ADDITIONAL COMMUNITY ROOMS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Bonita Creek	\$158/hour	\$319/hour	\$78/hour	\$157/hour	\$48/hour	\$93/hour	\$21/hour
Carroll Beek	\$158/hour	\$319/hour	\$78/hour	\$157/hour	\$48/hour	\$93/hour	\$21/hour
Cliff Drive	\$158/hour	\$319/hour	\$78/hour	\$157/hour	\$48/hour	\$93/hour	\$21/hour
<p>ADDITIONAL FEES Admin fee/reservation: \$5</p> <p>SECURITY DEPOSIT Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p>CANCELLATION FEES Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE: \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>							

GYMNASIUMS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Lincoln	\$351/hour	\$672/hour	\$107/hour	\$193/hour	\$78/hour	\$136/hour	\$36/hour
Newport Coast Cmty Cntr (only sports events)	\$387/hour	\$744/hour	\$118/hour	\$213/hour	\$86/hour	\$149/hour	\$46/hour
<p>ADDITIONAL FEES Admin fee/reservation: \$5</p> <p>SECURITY DEPOSIT Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p>CANCELLATION FEES Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE: \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>							

PARKS & PICNIC AREAS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Picnic or Grass Areas *	\$220/hour	\$441/hour	\$45/hour	\$90/hour	\$39/hour	\$78/hour	\$15/hour
Peninsula Park Gazebo	\$220/hour	\$440/hour	\$48/hour	\$98/hour	\$39/hour	\$78/hour	\$15/hour
<p>ADDITIONAL FEES Admin fee/reservation: \$5</p> <p>SECURITY DEPOSIT Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p>CANCELLATION FEES Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>							

SPORTS FIELDS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT		YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	Resident
Fields	\$159/hour	\$316/hour	\$93/hour	\$157/hour	\$71/hour	\$113/hour	\$15/hour
<p>ADDITIONAL FEES Admin fee/reservation: \$5 Field light usage: \$32/hour Field preparation: \$48/field</p> <p>SECURITY DEPOSIT: \$100 YOUTH SPORTS COMMISSION MEMBERS ORG PRICING: \$1/hr</p> <p>CANCELLATION FEES Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE: \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>							



**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:	Actual Event Time:
Location Name:		If Center Room Name:	
If Park: <input type="checkbox"/> *2 Assigned Picnic Tables	<input type="checkbox"/> Grass Area	<input type="checkbox"/> 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: <input type="checkbox"/>	Description:	Alcohol Served?	Alcohol Sold?	Is event open to the general public? Yes <input type="checkbox"/> No <input type="checkbox"/>
*Caterer: <input type="checkbox"/>	Vendor Name:	Vendor Phone # & Address:		
Bounce House: <input type="checkbox"/>	Vendor Name:	Other Vendor Name & Description		
Fundraising at facility? <input type="checkbox"/>	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.

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:

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: _____