

City of Newport Beach  
Recreation & Senior Services Department

# Facility Rentals



Parks  
Make  
Life  
Better!

# 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](http://www.newportbeachca.gov/marinapark)

949-270-8159

### Contact Information



1600 W Balboa Blvd.,  
Newport Beach, CA 92663



[dockmaster@newportbeachca.gov](mailto:dockmaster@newportbeachca.gov)



949-270-8159



[www.newportbeachca.gov/marinapark](http://www.newportbeachca.gov/marinapark)

### Amenities

23 visitor-serving slips

Water

Shore Power

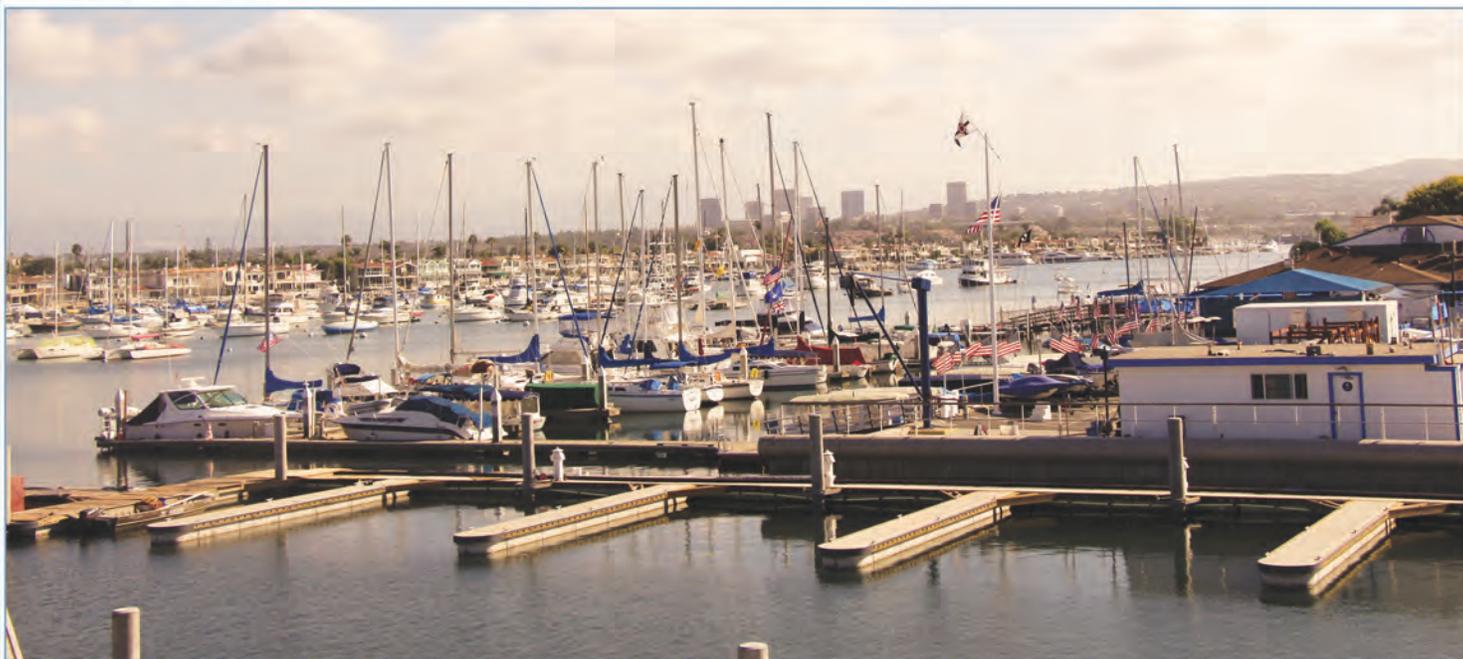
In-Slip Pumpout

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](mailto:dockmaster@newportbeachca.gov)

949-270-8159

[www.newportbeachca.gov/marinapark](http://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](http://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](mailto:recreation@newportbeachca.gov)



949-644-3151



[www.newportbeachca.gov/recreation](http://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](mailto:recreation@newportbeachca.gov)



949-644-3151



[www.newportbeachca.gov](http://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](mailto:recreation@newportbeachca.gov)



949-644-3151



[www.newportbeachca.gov](http://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



[recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)



949-644-3151



[www.newportbeachca.gov](http://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, Mariner's 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	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Community Room	\$372/hour	\$674/hour	\$209/hour	\$335/hour	\$142/hour	\$214/hour
Civic Center Lawn*	\$276/hour	\$516/hour	\$88/hour	\$142/hour	\$78/hour	\$121/hour
<b>ADDITIONAL FEES</b> Admin fee/reservation: \$5 Cleaning fee - Community Room: \$150						
<b>SECURITY DEPOSIT</b> Events without alcohol: \$200 Events with alcohol: \$400						
<b>CANCELLATION FEES</b> Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee						
<b>SECURITY GUARDS</b> Events with alcohol require two guards (4 hour minimum): \$54/hour for two guards						
<b>REFUND PROCESSING FEE</b> \$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	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Event Room	\$421/hour	\$773/hour	\$268/hour	\$459/hour	\$152/hour	\$344/hour
Large Class Room	\$160/hour	\$284/hour	\$98/hour	\$171/hour	\$56/hour	\$126/hour
Medium Class Room	\$121/hour		\$77/hour		\$43/hour	
Small Classroom	\$94/hour		\$58/hour		\$34/hour	
Grass Area*	\$276/hour		\$88/hour		\$78/hour	
Picnic Area	\$240/hour		\$49/hour		\$42/hour	
<b>ADDITIONAL FEES</b> Admin fee/reservation: \$5 Cleaning fee: \$150 *Electricity Fee: \$13 <small>*Electricity Fee applies only to Picnic Rentals as necessary</small> **Parking: \$3.40/hr <small>**Parking enforcement stops after 6pm</small>						
<b>SECURITY DEPOSIT</b> 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						
<b>CANCELLATION FEES</b> Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee						
<b>SECURITY GUARDS</b> Events with alcohol require two guards (4 hour minimum): \$54/hour for two guards						
<b>REFUND PROCESSING FEE</b> \$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	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newport Ridge & Pelican *	\$190/hour	\$381/hour	\$93/hour	\$188/hour	\$58/hour	\$112/hour
Newport Coast & Willinger *	\$323/hour	\$623/hour	\$150/hour	\$294/hour	\$78/hour	\$157/hour
Gymnasium - Sports Events Only	\$422/hour	\$811/hour	\$128/hour	\$232/hour	\$93/hour	\$162/hour
<b>ADDITIONAL FEES</b> Admin fee/reservation: \$5 Cleaning fee: \$150						
<b>SECURITY DEPOSIT</b> Newport Ridge & Pelican: \$100 Newport Coast & Willinger: \$185 Gymnasium: \$185						
<b>CANCELLATION FEES</b> Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee						
<b>SECURITY GUARDS</b> Events with alcohol require two guards (4 hour minimum): \$54/hour for two guards						
<b>REFUND PROCESSING FEE</b> \$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	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Event Center	\$431/hour	\$773/hour	\$240/hour	\$395/hour	\$160/hour	\$245/hour
Large Meeting Room	\$323/hour	\$623/hour	\$150/hour	\$294/hour	\$78/hour	\$157/hour
Small Classroom	\$190/hour	\$381/hour	\$93/hour	\$188/hour	\$58/hour	\$112/hour
<p><b>ADDITIONAL FEES</b> Admin fee/reservation: \$5 Cleaning fee: \$150</p> <p><b>SECURITY DEPOSIT</b> Event Center - without alcohol: \$200 Event Center - with alcohol: \$400 Large Meeting Room: \$185 Small Classroom: \$100</p> <p><b>CANCELLATION FEES</b> Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee</p> <p><b>REFUND PROCESSING FEE</b> \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p> <p><b>SECURITY GUARDS</b> Events with alcohol require two guards (4 hour minimum): \$54/hour for two guards Parties of 200 or more without alcohol require one guard (4 hour minimum): \$27/hour for one guard</p>						

## COMMUNITY YOUTH CENTER (CYC)

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Classrooms (2)	\$190/hour	\$381/hour	\$93/hour	\$188/hour	\$58/hour	\$112/hour
<p><b>ADDITIONAL FEES</b> Admin fee/reservation: \$5</p> <p><b>SECURITY DEPOSIT</b> Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p><b>CANCELLATION FEES</b> Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee</p> <p><b>REFUND PROCESSING FEE:</b> \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>						

## ADDITIONAL COMMUNITY ROOMS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Bonita Creek	\$172/hour	\$348/hour	\$85/hour	\$171/hour	\$52/hour	\$101/hour
Carroll Beek	\$172/hour	\$348/hour	\$85/hour	\$171/hour	\$52/hour	\$101/hour
Cliff Drive	\$172/hour	\$348/hour	\$85/hour	\$171/hour	\$52/hour	\$101/hour
<p><b>ADDITIONAL FEES</b> Admin fee/reservation: \$5</p> <p><b>SECURITY DEPOSIT</b> Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p><b>CANCELLATION FEES</b> Less than 72 hours notice: Entire Rental Fee</p> <p><b>REFUND PROCESSING FEE:</b> \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>						

## GYMNASIUMS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newport Coast Community Center (only sports events)	\$422/hour	\$811/hour	\$128/hour	\$232/hour	\$93/hour	\$162/hour
<p><b>ADDITIONAL FEES</b> Admin fee/reservation: \$5</p> <p><b>SECURITY DEPOSIT</b> Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p><b>CANCELLATION FEES</b> Less than 72 hours notice: Entire Rental Fee</p> <p><b>REFUND PROCESSING FEE:</b> \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>						

## PARKS & PICNIC AREAS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Picnic or Grass Areas *	\$240/hour	\$481/hour	\$49/hour	\$98/hour	\$42/hour	\$85/hour
Peninsula Park Gazebo	\$240/hour	\$480/hour	\$52/hour	\$106/hour	\$42/hour	\$85/hour
<p><b>ADDITIONAL FEES</b> Admin fee/reservation: \$5</p> <p><b>SECURITY DEPOSIT</b> Up to 75 in attendance: \$100 76 and over in attendance: \$150</p> <p><b>CANCELLATION FEES</b> Less than 72 hours notice: Entire Rental Fee</p> <p><b>REFUND PROCESSING FEE</b> \$10 - Facility rentals under \$75 \$20 - Facility rentals of \$75 and over</p>						
*Pricing reflected is per area						

## SPORTS FIELDS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Fields	\$173/hour	\$344/hour	\$101/hour	\$171/hour	\$77/hour	\$123/hour
<p><b>ADDITIONAL FEES</b> Admin fee/reservation: \$5 Field light usage: \$34/hour Field preparation: \$52/field</p> <p><b>SECURITY DEPOSIT: \$100</b></p> <p><b>CANCELLATION FEES</b> Less than 72 hours notice: Entire Rental Fee</p> <p><b>REFUND PROCESSING FEE:</b> \$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: <u>START TIME</u> <u>END TIME</u>	Actual Event Time: <u>START TIME</u> <u>END TIME</u>
Location Name:		If Center Room Name:	
If Park:	*2 Assigned Picnic Tables <input type="checkbox"/>	Grass Area <input type="checkbox"/>	Field or other <input type="checkbox"/>
			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? <input type="checkbox"/>	Alcohol Sold? <input type="checkbox"/>
		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.*

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](http://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 deducted 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: \_\_\_\_\_