



# OAK PARK COMMUNITY CENTER AND GARDENS

1000 N. Kanan Road, Oak Park, CA 91377 (818) 865-9304

## Buena Vista Room

### Out of District (Individuals, Businesses or Groups)

#### Fee Schedule & Reservation Information

<b>Friday</b> (6-hour reservation period* <sub>1</sub> )	<b>Saturday</b> (8-hour reservation period* <sub>1</sub> )	<b>Sunday</b> (6-hour reservation period* <sub>1</sub> )
No alcohol <b>\$838.75</b>	No alcohol <b>\$1,056.75</b>	<b>No alcohol     \$838.75</b>
With alcohol <b>\$988.75*<sub>2</sub></b>	With alcohol <b>\$1,206.75*<sub>2</sub></b>	<b>With alcohol   \$988.75*<sub>2</sub></b>
<b>Room capacity - Up to 150 people</b>		
<p><b>*<sub>1</sub> 3-hour reservation period available 3 months in advance</b></p> <p><b>*<sub>2</sub> Security required when alcohol is present at parties where youth are in attendance, with the possible exception at adult parties where only wine and champagne are served.</b></p> <p><b>Liability Insurance Coverage is required</b></p>		

#### FEES (Subject to change)

- Fees include event staff and use of the full room, patio and kitchen.
- Additional room rental hours may be purchased at an hourly rate of **\$108.75** before midnight (the rate is higher after midnight).
- Garden Pavilion & Main Lawn - **\$315.50** (outside chairs are not included).
- Additional hours for extra set up are charged at **\$25.00** per hour on day of event or free on the day prior to the event, if available.
- \*<sub>2</sub> When required, security will be provided by RSRPD Rangers at **\$38.50** per hour from the arrival of the guests until clean-up is complete (see ALCOHOL).

#### RESERVATION PERIODS

Reservation periods are consecutive hours up until midnight each day. Event preparation, decorating and clean-up time is included in reservation periods indicated above. Alcohol may only be served until 11:00 p.m. and no event is permitted past 1:00 a.m.

Reservations are taken on a first-come basis, a minimum of two weeks, maximum of twelve months in advance. If available, accommodations will be made for memorial services/receptions. Reservations may be made by phone, but the completion of the application must be done by appointment only.

#### DEPOSIT

A conditional refundable \$300 cleaning/damage deposit and a 50% of the Base Fee will be added to each permit when the facility reservation is accepted. The balance is due 45 days prior to the event. Monies may be withheld if necessary to assess for damage, loss, clean-up, additional staff hours, facility costs, etc. Deposit will be refunded 10-14 days after the event.

#### CANCELLATION FEE SCHEDULE

- More than 45 Days prior to the event, 25% of the Base Rate deposit is retained
- Between 44 - 30 days prior to the event, 50% of the Base Rate deposit is retained.
- Less than 30 days prior to the event, 75% of the Base Rate deposit is retained.

**NOTE:** A full refund shall be given when the district cancels the use of the facility or when inclement weather prohibits use of outdoor facilities are reserved.

## **Reservation Information continued**

### **LIABILITY INSURANCE COVERAGE**

Evidence of appropriate Liability Insurance Coverage is required for all facility reservations requesting alcohol. Insurance may be provided by the permittee or purchased through the Park District for an additional fee.

### **STAFF**

A monitor, familiar with the facility, will be present to assist during set up, clean up and during the event.

### **ALCOHOL**

The possession and consumption of alcohol is closely monitored. Absolutely no alcohol is allowed unless an Alcohol Use Permit has been issued with the Facility Use Permit. Alcoholic beverages may only be consumed until 11:00 p.m. and in only in the room(s) and outside patio area (the consumption of alcoholic beverages is not allowed in gardens or parking lot areas).

The Alcohol Use Permit only authorizes alcoholic beverages to be *served*. An ABC License is required for any alcohol that is sold. Proof of the seller's ABC License is required upon final approval of the Facility Use Permit, and must be displayed at all times during the event.

When youth is present at parties where beer/hard liquor is served, security will be provided by RSRPD Rangers; no other Security may be added or substituted for them (see FEES).

### **SET UP AND BREAK DOWN**

Additional set up hours may be purchased for either the day of the event or the day prior to the event; subject to availability (see FEES). We do not provide a key to the building. The facility will be available and staffed at the time specified on the permit. Do not leave the facility unattended at any time unless Center personnel are notified. Please notify all parties involved that no vehicles are allowed up the ramp or parked overnight unless pre-arranged.

All items provided by the permittee, caterer, or a rental company may not be delivered prior to the start of the use period and must be removed at the conclusion of the event. The Center can store items to be picked up at a later time if prior arrangements have been agreed upon.

### **TABLES AND CHAIRS**

Use of chairs and tables are available for banquet room at no additional cost (outside chairs are not included). Use of tables does not include the linen. Tables will be set up according to your specifications (not to exceed maximum capacity) by the time you arrive. Tables and chairs are not to leave the room and patio area. We can provide:

- Seventeen - 72"(6') round tables for dining (seating for up to 10 guests)
- Two - smaller round tables 36" (3')
- Ten - 3' x 8' rectangular tables
- One - serpentine (half circle) table ½ of a 72" (6') round
- One hundred and fifty - indoor chairs

### **DECORATIONS**

We do not provide decorations.

Only painters tape, packing, or a safe tape may be used to hang decorations. No duct tape or cellophane tape, nails, screws, glue or staples on the walls, floors, furnishings or woodwork. Painters tape can be used for wood pillars outside patio.

No fog machines or misters are allowed inside the building or under the patio. Candles may only be burned if they are enclosed or in a holder where the flame does not extend beyond the rim.

### **KITCHEN**

We do not provide dishes, trays, serving utensils, etc. You must provide your own sponges, dish soap and towels to wipe down counters, food on floor, and debris in sinks.

**Oak Park Community Center is a NON- SMOKING facility**