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

Warming Kitchen

Audio/Visual Equipment and Microphones

Free Parking in structure

7700 sq. feet of rentable space

Patio

15, 6ft. rectangle tables, 150 chairs

Catering

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

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

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

Availability

Call

949-644-3151 to check for availability.

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 sceens
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

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.

Contact Information
1600 W Balboa Blvd.,
Newport Beach, CA 92663
dockmaster@newportbeachca.gov
949-270-8159
www.newportbeachca.gov/marinapark

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

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

Marina Park
Facility Rentals

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

Contact Information
1600 W Balboa Blvd.,
Newport Beach, CA 92663
recreation@newportbeachca.gov
949-270-8150
www.newportbeachca.gov/recreation

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

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.

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

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 Beek
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 accomodations

City of Newport Beach Parks
Call for availability. Restrictions apply.

Restrictions

Facilities not available for reservations.

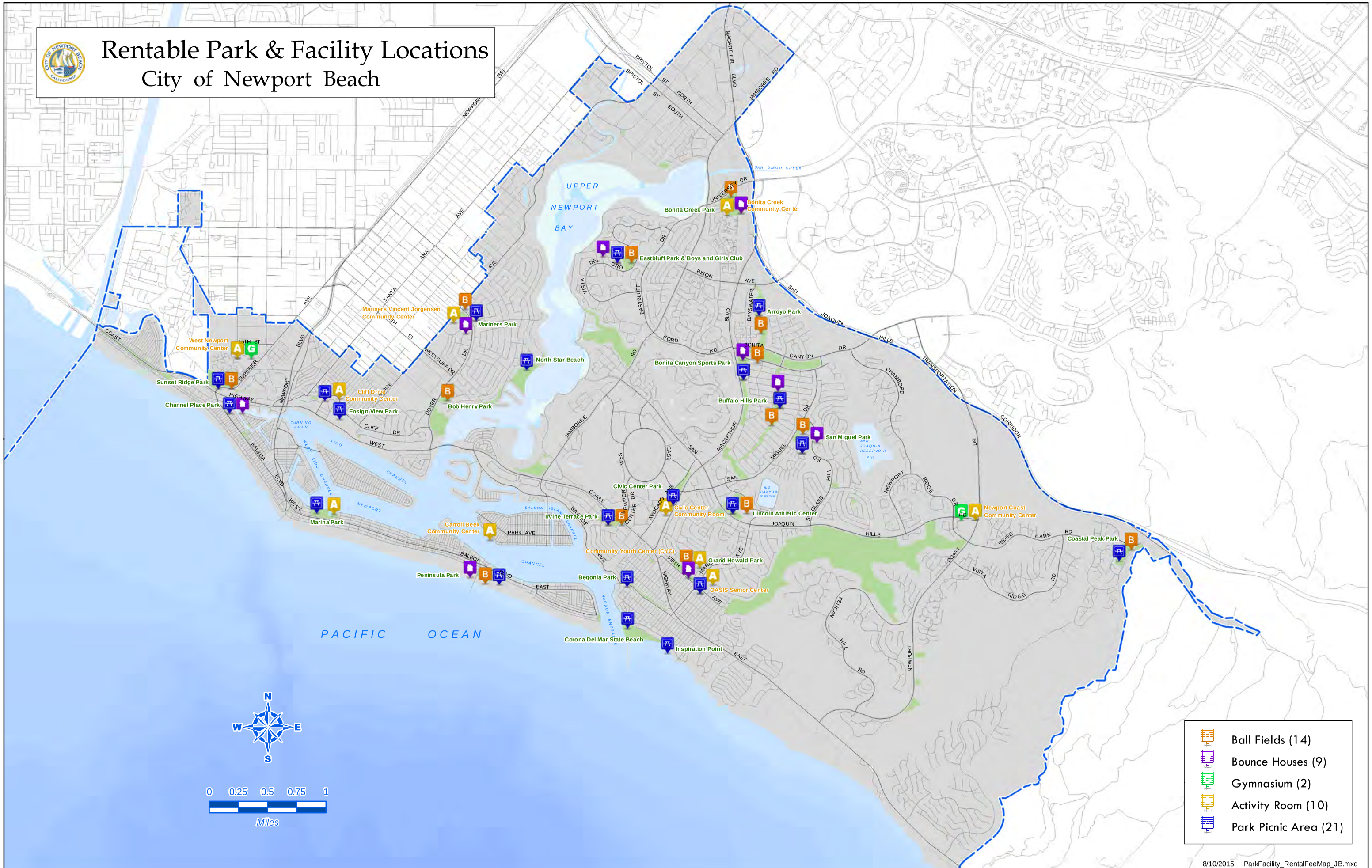
Days
Christmas Eve, Christmas Day, Martin Luther King Day, Easter, President's Day, 4th of July, Labor Day, Memorial Day, New Years Day, Thanksgiving or Veteran's Day.

Maximum Occupacy 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

Rentable Park & Facility Locations
City of Newport Beach



Master Fee Sheet 2016

Civic Center	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Community Room	$310/hour	$562/hour	$175/hour	$280/hour	$120/hour	$180/hour	$75/hour
Lawn (must also reserve Community Room)	$230/hour	$430/hour	$75/hour	$120/hour	$66/hour	$102/hour	$50/hour

Additional fees
Admin fee - per 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
Refund processing fee $10 - Facility rentals under $75
$20 - Facility rentals of $75 and over

Security Guards
Events with alcohol $42/hour for two guards
(2 guards required - 4 hour minimum)

OASIS	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Event Center	$360/hour	$645/hour	$200/hour	$330/hour	$135/hour	$205/hour	$75/hour
Large Meeting Room	$270/hour	$519/hour	$126/hour	$246/hour	$66/hour	$132/hour	N/A
Small Classroom	$160/hour	$318/hour	$79/hour	$158/hour	$50/hour	$94/hour	N/A

Additional fees
Admin fee - per reservation $5
Cleaning fee - Event Center only $150

Security Deposit
Event Center - events without alcohol $200
Event Center - events with alcohol $400
Large Meeting Room $185
Small Classroom $100

Cancellation fees
Less than 30 day notice 25% of rental
Less than 72 hours notice Entire rental fee
Refund processing fee $10 - Facility rentals under $75
$20 - Facility rentals of $75 and over

Security Guards
Events with alcohol $42/hour for two guards
(2 guards required - 4 hour minimum)

Parties of 200 or more without alcohol $19/hour for one guard
(1 guard required - 4 hour minimum)

Newport Coast Community Center	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Newport Ridge & Pelican *	$160/hour	$318/hour	$79/hour	$158/hour	$50/hour	$94/hour	$24/hour
Newport Coast & Willinger *	$270/hour	$519/hour	$126/hour	$246/hour	$66/hour	$132/hour	$48/hour
Gymnasium - Sports Events Only	$352/hour	$676/hour	$108/hour	$195/hour	$79/hour	$136/hour	$43/hour

Additional fees
Admin fee - per 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
Refund processing fee $10 - Facility rentals under $75
$20 - Facility rentals of $75 and over

Security Guards
Events with alcohol $42/hour for two guards
(2 guards required - 4 hour minimum)

*Rooms may be reserved separately at half the hourly rate.

Community Youth Center	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Classrooms (2)	$160/hour	$318/hour	$79/hour	$158/hour	$50/hour	$94/hour	$24/hour

Additional fees
Admin fee - per reservation $5
Cleaning fee may apply $150

Security Deposit
Classrooms $100

Cancellation fees
Less than 30 day notice 25% of rental
Less than 72 hours notice Entire rental fee
Refund processing fee $10 - Facility rentals under $75
$20 - Facility rentals of $75 and over

Additional Community Rooms	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Bonita Creek, Carroll Beek, & Cliff Drive	$144/hour	$290/hour	$72/hour	$143/hour	$45/hour	$85/hour	$20/hour

Additional fees
Admin fee - per reservation $5

Security Deposit
Up to 75 in attendance $100
76 and over in attendance $150

Cancellation - 72 hours notice required
Refund processing fee Rental fees up to $74 $10
Rental fees $75 & over $20

Parks	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Picnic or Grass Areas *	$200/hour	$401/hour	$42/hour	$83/hour	$36/hour	$72/hour	$15/hour
Peninsula Park Gazebo	$200/hour	$400/hour	$45/hour	$90/hour	$36/hour	$72/hour	$15/hour

Additional fees
Admin fee - per reservation $5

Security Deposit
Up to 75 in attendance $100
76 and over in attendance $150

Cancellation - 72 hours notice required
Refund processing fee Rental fees up to $74 $10
Rental fees $75 & over $20

Optional Amenities fees
Peninsula Park Gazebo:
Electricity Use $13/hour

Gymnasiums	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Lincoln	$319/hour	$611/hour	$98/hour	$176/hour	$72/hour	$124/hour	$33/hour
Newport Coast Comm Center (sports events)	$352/hour	$676/hour	$108/hour	$195/hour	$79/hour	$136/hour	$43/hour

Additional fees
Admin fee - per reservation $5

Security Deposit $185

Cancellation - 72 hours notice required
Refund processing fee Rental fees up to $74 $10
Rental fees $75 & over $20

Fields	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
	$145/hour	$287/hour	$85/hour	$143/hour	$65/hour	$104/hour	$15/hour

Additional fees
Admin fee - per reservation $5
Field light usage $30/hour
Field preparation $45/one-time fee

Security Deposit $100

Cancellation - 72 hours notice required
Refund processing fee Rental fees up to $74 $10
Rental fees $75 & over $20

Youth Sports Commission Members Org Pricing
$1/hour

Marina Park	COMMERCIAL		PRIVATE		NON-PROFIT		RESIDENT YOUTH SERVING ORG/NMUSD
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Event Center	$351/hour	$645/hour	$225/hour	$383/hour	$128/hour	$287/hour	$75/hour
Large Class Room	$135/hour	$238/hour	$83/hour	$143/hour	$48/hour	$106/hour	$25/hour
Medium Class Room	$102/hour		$65/hour		$37/hour		$20/hour
Small Classroom	$80/hour		$50/hour		$30/hour		$15/hour
Grass Area *With event room rentals only	$230/hour	$430/hour	$66/hour	$102/hour	$75/hour	$120/hour	$50/hour
Picnic Area	$200/hour		$42/hour		$36/hour		

Additional fees
Admin fee - per reservation $5
Cleaning fee - Event Center/Large Classroom $155

Security Deposit
Event Center - events without alcohol $200
Event Center - events with alcohol $400
Large Meeting Room $185

Cancellation fees
Less than 30 day notice 25% of rental
Less than 72 hours notice Entire rental fee
Refund processing fee $10 - Facility rentals under $75
$20 - Facility rentals of $75 and over

Security Guards
Events with alcohol $42/hour

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:	Setup begins at: Cleanup ends at:	Event Begins: Ends:
Location Name:		Room Name:	
If Park: ☐ *2 Assigned Picnic Tables ☐ Grass Area ☐ 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: ☐ Description:	Alcohol Served? Alcohol Sold?	Is event open to the general public? Yes ☐ No ☐	
*Caterer: ☐ Vendor Name:	Vendor Phone # & Address:		
Bounce House: ☐ Vendor Name:	Other Vendor Name & Description		
Fundraising at facility? ☐ 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: _____