

OASIS Rental Information

FACILITY DETAILS

ROOM	CAPACITY	AMENITIES	AVAILABILITY
Evelyn Hart Event Center	240 Reception and Dance Floor 280 Banquet Seating 350 Theater Seating	Warming kitchen, LCD projector and screen, DVD player, performance quality audio and lighting, microphones (handheld and hands free), large stage, green room, chairs, round tables, rectangle tables and cocktail tables. Includes use of courtyard with patio seating, fire pit, and barbeques.	Monday-Thursday: 5pm-10pm Friday: 5pm-Midnight Saturday: 8am- Midnight Sunday: 8am-10pm Not available on the Saturday after the first Friday of the month.
*Large Classroom	75 Theater Seating	Pull down screen, microphones, speakers, 65" LCD display, DVD player, white board, chairs, rectangle tables, card tables, small sink.	Monday- Thursday: 5pm-9pm Friday: 5pm-Midnight Saturday: 8am- Midnight Sunday: 8am-10pm
*Small Classroom	30 Theater Seating	White board, chairs, rectangle tables, card tables, small sink. <i>46" LCD display and DVD player available in one small classroom only.</i>	Monday- Thursday: 5pm-9pm Friday: 5pm-Midnight Saturday: 8am- Midnight Sunday: 8am-10pm

*Hot food is not permitted in large or small classrooms

- Parties must schedule their end time according to room availability hours. Parties must be cleaned up and out of the room by the designated end times listed above.
- Evelyn Hart Event Center rentals serving food must choose from our Exclusive Catering List. No exceptions.

RENTAL FEES

- Rates are billed hourly.
- All rentals will be charged a \$5 administrative fee.
- All rentals require a two hour minimum.
- Time needed for setup and cleanup will be included in billable hours.
- Full payment is required within 5 business days of reservation request approval.

ROOM	COMMERCIAL		NON-PROFIT		PRIVATE		YOUTH SERVING ORG/NMUSD*		CLEANING	AV
	R	NR	R	NR	R	NR	R	NR		
Small Classroom	\$160	\$318	\$50	\$94	\$79	\$158				
Large Classroom	\$270	\$519	\$66	\$132	\$126	\$246				
Event Center	\$360	\$645	\$135	\$205	\$200	\$330	\$75		\$150	\$100

R = City of Newport Beach Resident NR = Non-Resident (Proof of residence and non-profit status is required)

NMUSD: Principal's signature is required for \$75 NMUSD rate

RESERVATIONS

Reservations for use of the OASIS Senior Center may be made up to six months in advance starting on the first Tuesday of the month. For example, the first opportunity to make reservations for an event planned for December 31st would be the first Tuesday in July. Reservations must be made no later than ten working days before the event. Applications to rent the OASIS Senior Center must be submitted on the Reservation Request Form. Approval or denial of a reservation request will be provided within two working days of receipt of a completed application. Applicants must provide all information to assure compliance with the requirements and regulations of this agreement.

SECURITY DEPOSIT

Applicants are required to pay a security deposit in addition to the rental fees. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional clean up is required. Failure to properly clean up after a rental, damaging property, and other non-compliance with Facility Use Regulations are grounds for forfeiture of deposit.

ROOM	SECURITY DEPOSIT
Small Classroom	\$100
Large Classroom	\$185
Event Center	\$200 (Events without alcohol) \$400 (Events with alcohol)

SPECIAL FEES AND LICENSES

1. PARTIES OF 200 OR MORE: Security guards are required. The fee is \$17 per hour with a 4 hour minimum.
2. ALL EVENTS THAT SERVE ALCOHOL REQUIRE:
 - a. A CERTIFICATE OF LIABILITY INSURANCE. Liability insurance can be acquired the following ways:
 - i. The renter may furnish a certificate of insurance naming the City of Newport Beach as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance.
 - ii. The renter may purchase a certificate of insurance through the City of Newport Beach.
 - b. SECURITY GUARD: \$34 per hour with a 4 hour minimum.
 - c. If alcohol is being sold, an alcohol permit through the California Department of Alcoholic Beverage Control is required. Only professional catering services and non-profit organizations are permitted to apply for an ABC license and sell alcohol.
3. CITY OF NEWPORT BEACH BUSINESS LICENSE: All professional services utilized for events require a City of Newport Beach business license.
4. SPECIAL EVENT PERMIT: Outdoor events held in the OASIS courtyard with amplified sound require a Special Event Permit.
5. AUDIO VISUAL EQUIPMENT FEE: A fee of \$100 will be charged to anyone wishing to use the AV equipment in the Event Center.
6. Please note that the City of Newport Beach requires that any provider of bounce houses, play structures, gymnastics activities, bungee jumps, or similar play activities must have current certified insurance documents on file with the Recreation & Senior Services Department. No park use permit will be issued for such activities until the insurance requirement is met. Train rides, pony rides, and petting zoos are NOT PERMITTED. Bounce houses are not permitted indoors.
7. MARQUEE FEE: \$50, day of event only
8. CANDLES: A special permit is required which can be obtained by contacting the City of Newport Beach's Fire Prevention Department at (949) 644-3106.
9. For more information on facility regulations, restrictions, and requirements, please review the OASIS Senior Center Facility Use Agreement.

CANCELLATIONS

Cancellation of rentals by users for the OASIS Event Center which occur fewer than thirty days prior to the scheduled use of the facility will be charged 25% of the rental fee. Cancellations with fewer than seventy-two hours notice will be charged the entire rental fee. All cancellations will be charged a \$10 processing fee.

CONTACT INFORMATION

For reservations at OASIS or more venue information please contact: (949) 644-3244.
For information on other Newport Beach facilities, please call (949) 644-3151.