

Parks
Make
Life
Better!



CITY OF NEWPORT BEACH
RECREATION & SENIOR SERVICES DEPARTMENT

FACILITY RENTALS



CONTACT US

NEWPORTBEACHCA.GOV/FACILITYRENTALS 
RECREATION@NEWPORTBEACHCA.GOV 
949-644-3151 



CIVIC CENTER Community Room

📍 100 CIVIC CENTER DR., NEWPORT BEACH, CA 92660

📞 949-644-3167

✉️ CIVICRENTALS@NEWPORTBEACHCA.GOV

TYPES OF RENTALS

- Weddings
- Anniversary Parties
- Showers
- Meetings

CIVIC ROOM – CAPACITY

- 150 – Meeting/ Banquet
- 180 – Lecture
- 200 – Standing

CATERING

Rentals using the Civic Center Community Room must choose from our authorized catering list.

ALCOHOL POLICY

Beer & Wine Only

- Allowed for parties designated for adults 21 & older
- Security guard service required
- Certificate of Liability insurance, including Liquor Liability, naming the City of Newport Beach as additionally insured, must be furnished by the renter.



AMENITIES

- 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 sq. feet*

PRICING

Please refer to the fee schedule on **PAGE 11**





MARINA PARK Facility Rentals

📍 1600 W. BALBOA BLVD., NEWPORT BEACH, CA 92663

📞 949-270-8150

✉️ MARINAPARK@NEWPORTBEACHCA.GOV

TYPES OF RENTALS

- Weddings
- Fundraisers
- Anniversary Parties
- Birthday Parties
- Showers
- Meetings
- Retreats
- Banquets

CATERING

Rentals using the Event Center must choose from our authorized 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 & Wine Only

(must be purchased and served through Lighthouse Cafe)

- Allowed for parties designated for adults 21 & older
- Security guard service required
- Certificate of Liability insurance must be furnished by rental naming the City of Newport Beach as additionally insured

AMENITIES

- 35 Metered Parking Spaces

PRICING

Please refer to the fee schedule on **PAGE 11**



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'x2.5' Rectangular Tables
- 30" Round Cocktail Tables
- Chairs
- Patio/Lobby Space
- Lectrum with Microphone

MP 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





NEWPORT BEACH Junior Lifeguards Building

📍 901 E. OCEANFRONT, NEWPORT BEACH, CA 92663

📞 949-270-8150

✉️ MARINAPARK@NEWPORTBEACHCA.GOV

TYPES OF RENTALS

- Weddings
- Fundraisers
- Anniversary Parties
- Birthday Parties
- Showers
- Meetings
- Retreats
- Banquets

JUNIOR GUARDS ROOM – CAPACITY

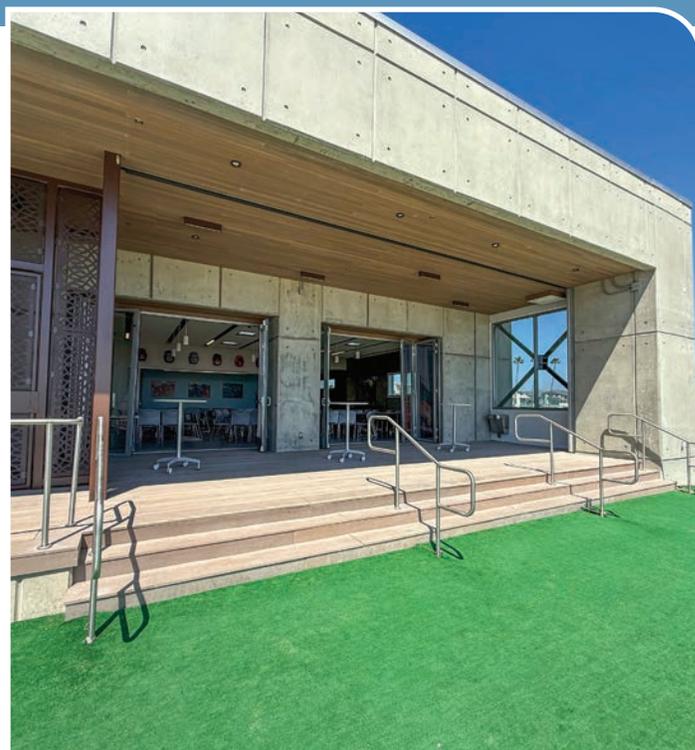
70 - Theater Seating

48 - Banquet

1,750 square feet

**Includes Covered Deck area and Small Conference Room*

- LCD TV Screens
- Podium
- Microphone
- Portable Dry Erase Board
- Slideshow Presenter with Laser Pointer
- 60" Round Tables
- 6' X 2.5' Rectangular Tables
- 30" Round Cocktail Tables
- Kitchenette Equipped with Sink
- Ice and Water Machine
- Refrigerator with Freezer



PATIO (OPTIONAL ADD-ON)

1,347 square feet

PRICING

Please refer to the fee schedule on **PAGE 11**





NEWPORT COAST Community Center

📍 6401 SAN JOAQUIN HILLS RD., NEWPORT BEACH, CA 92657

📞 949-270-8100

NEWPORT RIDGE & PELICAN ROOM – CAPACITY

- 24 - Banquet
- 16 - Classroom
- 25 - Theater
- 15 - Conference

**These rooms can be combined to double max capacity*

- Portable 60" LCD Screen
- 10 ft wide projector screen
- Countertop with sink

NEWPORT COAST & WILLINGER ROOM – CAPACITY

- 50 - Banquet
- 24 - Classroom
- 50 - Theater
- 30 - Conference

**These rooms can be combined to double max capacity*

- Wood floors
- Countertop with sink
- Wireless microphones with overhead speakers
- LCD projector with 10 ft wide screen

ARCH BAY COVE (ABC) ROOM – CAPACITY

- 24 - Classroom
- 36 - Theater
- 16 - Conference

- 60" LCD Screen
- Dry Erase Board



ALCOHOL POLICY

Beer & Wine Only

- Allowed for parties designated for adults 21 & older
- Security guard service required
- Certificate of Liability insurance must be furnished by rental naming the City of Newport Beach as additionally insured

ADDITIONAL AMENITIES

- 72" round banquet tables
- 6" rectangular tables (adjustable height)
- Padded chairs
- Warming kitchen
- Gymnasium (sporting events only)
- Large outdoor patio
- Preschool size chairs and tables
- Portable whiteboard

OPERATING HOURS

Events must end by 10 p.m.

PRICING

Please refer to the fee schedule on **PAGE 12**





OASIS Facility Rentals

📍 801 NARCISSUS AVE., CORONA DEL MAR, CA 92625

📞 949-644-3244 ✉️ OASISCENTER@NEWPORTBEACHCA.GOV

TYPES OF RENTALS

- Weddings
- Fundraisers
- Anniversary Parties
- Birthday Parties
- Showers
- Meetings
- Retreats
- Business/Non-profit

CATERING

Rentals using the Event Center must choose from our authorized 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 & Wine Only

- Allowed for parties designated for adults 21 & older
- Security guard service required
- Certificate of Liability insurance must be furnished by rental naming the City of Newport Beach as additionally insured

AMENITIES

- Free parking - 160 spaces

PRICING

Please refer to the fee schedule on **PAGE 12**



EVENT CENTER – CAPACITY

- 220 - Banquet (with space for dancing)
- 240 - Banquet (without dance space)
- 300 - Theatre seating

- Full Service Commercial Kitchen *(Must Choose from our Catering List)*
- 663 sq. foot Platform Stage with Handicap Accessible Lift
- Green Room
- LCD Projector with 14' Wide Screen
- DVD Player
- Microphones *(Hand Held And Hands Free)*
- Mp3/Laptop Hookups
- 60" Round Tables
- 6' x 2.5' Rectangular Tables
- 36" Round Cocktail Tables
- Banquet Chairs

COURTYARD – CAPACITY

(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 – CAPACITY

- 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 – CAPACITY

- 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





WITTE HALL

WITTE HALL Facility Rentals

📍 998 AVOCADO AVE, NEWPORT BEACH, CA 92660

📞 949-644-3167 ✉ CIVICRENTALS@NEWPORTBEACHCA.GOV

TYPES OF RENTALS

- Lectures and Speaker Series
- Panel Discussions and Community Forums
- Recognition Ceremonies
- Corporate Meetings and Trainings

WITTE HALL – CAPACITY

299 - Seats

CATERING

Rentals using the Witte Hall must choose from our authorized catering list.



ALCOHOL POLICY

Beer & Wine Only

- Allowed for parties designated for adults 21 & older
- Security guard service required
- Certificate of Liability insurance, including Liquor Liability, naming the City of Newport Beach as additionally insured, must be furnished by the renter.

AMENITIES

- Green Room
- Audio-Visual Equipment and Microphones
- Free Parking
- Padded chairs
- Stahr Patio (*Rent Separately*)

PRICING

Please refer to the fee schedule on **PAGE 12**





BONITA CREEK Community Center

📍 3010 LA VIDA,
NEWPORT BEACH, CA 92660

☎️ 949-644-3151

TYPES OF RENTALS

- Meetings ■ Parties ■ Banquets ■ Various Events

CAPACITY

70

AMENITIES

- Courtyard ■ Kitchen Available with Fridge and Stove

PRICING

Please refer to the fee schedule on **PAGE 13**



CARROLL BEEK Community Center

📍 115 AGATE AVE.,
NEWPORT BEACH, CA 92662

☎️ 949-644-3151

TYPES OF RENTALS

- Meetings ■ Parties ■ Banquets ■ Various Events

CAPACITY

55

AMENITIES

- Courtyard ■ One Small Room ■ Kitchen

PRICING

Please refer to the fee schedule on **PAGE 13**

CLIFF DRIVE Community Center

📍 301 RIVERSIDE AVE.,
NEWPORT BEACH, CA 92663

☎️ 949-644-3151

TYPES OF RENTALS

- Meetings ■ Parties ■ Banquets ■ Various Events

CAPACITY

35

AMENITIES

- Courtyard ■ One Small Room

PRICING

Please refer to the fee schedule on **PAGE 13**



COMMUNITY YOUTH CENTER (CYC)

📍 3000 FIFTH AVE.,
CORONA DEL MAR, CA 92625

☎️ 949-644-3151

TYPES OF RENTALS

- Meetings ■ Parties ■ Banquets ■ Various Events

CAPACITY

- Pirates Cove - 60 ■ China Cove - 60
- Corona del Mar - 115

AMENITIES

- Courtyard ■ White Board

PRICING

Please refer to the fee schedule on **PAGE 12**

OPERATING HOURS

MONDAY-THURSDAY: 7:30 a.m.-10:00 p.m.

FRIDAY: 7:30 a.m.-11 :00 p.m.

SATURDAY: 8:00 a.m.-11 :00 p.m.

SUNDAY: 8:00 a.m.-8:00 p.m.



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



PRICING

Please refer to the fee schedule on **PAGE 13**

BOUNCE-HOUSE 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 on Holidays

DAYS

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



MAXIMUM OCCUPANCY OF PARKS

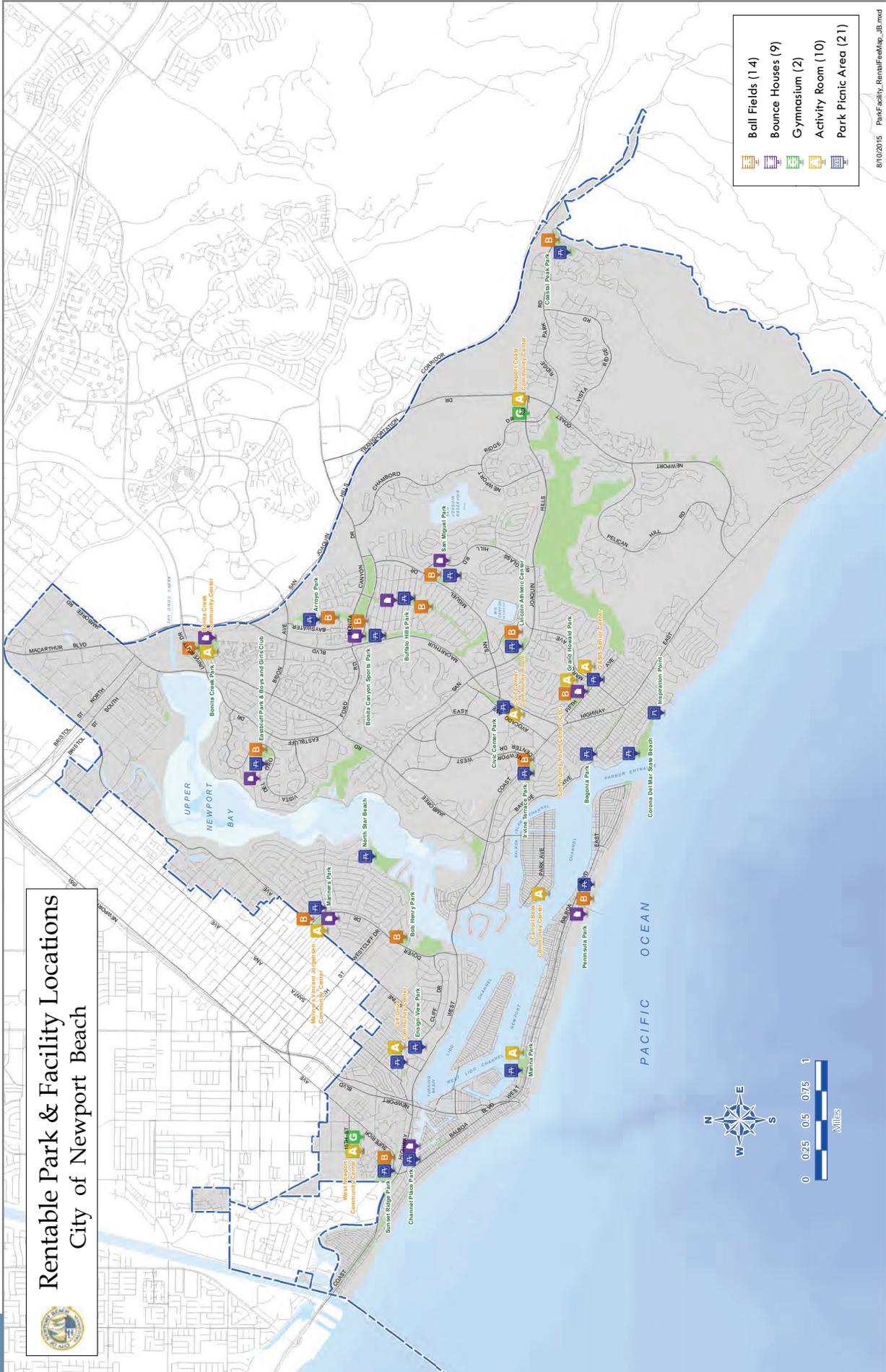
- **20** Channel Place, Inspiration Point, Lookout Point, Galaxy View
- **35** Sunset Ridge Park, Bonita Creek Park, Coastal Peak Park (2 picnic tables reservable)
- **40** Marina Park
- **60** Community Youth Center
- **75** Arroyo, Begonia, Buffalo Hills, Cliff Drive, Irvine Terrace East and West, Veterans Memorial
- **150** Bonita Cyn Sports Park, Eastbluff, Grant Howald, Mariners, Peninsula, San Miguel
- **1500** Civic Center Lawn

100 CIVIC CENTER DR., NEWPORT BEACH, CA 92660 949-644-3151

NEWPORTBEACHCA.GOV/FACILITYRENTALS
RECREATION@NEWPORTBEACHCA.GOV



Rentable Park & Facility Locations City of Newport Beach



- Ball Fields (14)
- Bounce Houses (9)
- Gymnasium (2)
- Activity Room (10)
- Park Picnic Area (21)

8/10/2015 ParkFacilityRentalsMap_JB.mxd





CITY OF NEWPORT BEACH
RECREATION & SENIOR SERVICES DEPARTMENT



MASTER FEE SHEET

CIVIC CENTER COMMUNITY ROOM & LAWN

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Community Room	\$396/hour	\$719/hour	\$223/hour	\$357/hour	\$150/hour	\$228/hour
Civic Center Lawn*	\$294/hour	\$550/hour	\$93/hour	\$150/hour	\$82/hour	\$129/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): \$68/hr for two guards						
REFUND PROCESSING FEE: \$20						
*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	\$449/hour	\$824/hour	\$285/hour	\$489/hour	\$162/hour	\$366/hour
Large Class Room	\$170/hour	\$302/hour	\$104/hour	\$181/hour	\$58/hour	\$134/hour
Medium Class Room	\$129/hour		\$81/hour		\$45/hour	
Small Classroom	\$100/hour		\$60/hour		\$36/hour	
Grass Area*	\$294/hour		\$93/hour		\$82/hour	
Picnic Area	\$256/hour		\$51/hour		\$44/hour	
ADDITIONAL FEES: Admin fee/reservation: \$5 Cleaning fee: \$150 *Electricity Fee: \$13 <small>*Electricity Fee applies only to Picnic Rentals as necessary</small> **Parking: \$4.10/hr <small>**Parking enforcement stops after 6 p.m.</small>						
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): \$68/hr for two guards						
REFUND PROCESSING FEE: \$20						
*Grass area reservations require reserving the Event Room as well.						

NEWPORT BEACH JUNIOR LIFEGUARDS BUILDING

AREA	COMMERCIAL	PRIVATE	NON-PROFIT
Junior Guards Room	\$242/hour	\$149/hour	\$93/hour
Patio Area*	\$194/hour	\$100/hour	\$62/hour
ADDITIONAL FEES: Admin fee/reservation: \$5 Cleaning fee: \$150 **Parking: May-September: \$4.10/hr October-April: \$2.55/hr <small>**Parking is enforced 24/7</small> <small>** If parking over 10 hours, charged daily rate of \$3750</small>			
SECURITY DEPOSIT: Junior Guards room - 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): \$68/hr for two guards			
REFUND PROCESSING FEE: \$20			
*Patio area reservations require reserving the Junior Guards Room as well.			



NEWPORT COAST COMMUNITY CENTER

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newport Ridge & Pelican*	\$202/hour	\$406/hour	\$99/hour	\$200/hour	\$60/hour	\$118/hour
Newport Coast & Willinger*	\$344/hour	\$664/hour	\$160/hour	\$313/hour	\$82/hour	\$167/hour
Gymnasium - Sports Events Only	\$450/hour	\$866/hour	\$136/hour	\$247/hour	\$99/hour	\$172/hour
Preschool Room	\$64/hour	\$113/hour	\$41/hour	\$81/hour	\$23/hour	\$50/hour
ADDITIONAL FEES: Admin fee/reservation: \$5 Cleaning fee: \$150 SECURITY GUARDS: Events with alcohol require two guards (4 hour minimum): \$68/hr for two guards						
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: \$20						
*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	\$459/hour	\$824/hour	\$256/hour	\$421/hour	\$170/hour	\$261/hour
Large Meeting Room	\$344/hour	\$664/hour	\$160/hour	\$313/hour	\$82/hour	\$167/hour
Small Classroom	\$202/hour	\$406/hour	\$99/hour	\$200/hour	\$60/hour	\$118/hour
ADDITIONAL FEES: Admin fee/reservation: \$5 Cleaning fee: \$150 SECURITY GUARDS: Events with alcohol require two guards (4 hour minimum): \$68/hr for two guards Parties of 200 or more without alcohol require one guard (4 hour minimum): \$34/hour for one guard						
SECURITY DEPOSIT: Event Center - without alcohol: \$200 Event Center - 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: \$20						

COMMUNITY YOUTH CENTER (CYC)

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Classrooms (3)	\$202/hour	\$406/hour	\$99/hour	\$200/hour	\$60/hour	\$118/hour
ADDITIONAL FEES: Admin fee/reservation: \$5 Cleaning fee: \$150						
SECURITY DEPOSIT: Up to 75 in attendance: \$100 76 and over in attendance: \$150						
CANCELLATION FEES: Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee REFUND PROCESSING FEE: \$20						

WITTE LECTURE HALL

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Lecture Hall	\$614/hour	\$904/hour	\$325/hour	\$542/hour	\$180/hour	\$397/hour
Stahr Courtyard	\$294/hour	\$550/hour	\$93/hour	\$150/hour	\$82/hour	\$129/hour
ADDITIONAL FEES: Admin fee/reservation: \$5						
SECURITY DEPOSIT: Up to 75 in attendance: \$100 76 and over in attendance: \$150						
CANCELLATION FEES: Less than 30 day notice: 25% of rental Less than 72 hours notice: Entire Rental Fee REFUND PROCESSING FEE: \$20						
Call for reservations beginning in October 2025 for events in April 2026.						



ADDITIONAL COMMUNITY ROOMS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Bonita Creek	\$182/hour	\$371/hour	\$89/hour	\$181/hour	\$54/hour	\$107/hour
Carroll Beek	\$182/hour	\$371/hour	\$89/hour	\$181/hour	\$54/hour	\$107/hour
Cliff Drive	\$182/hour	\$371/hour	\$89/hour	\$181/hour	\$54/hour	\$107/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: \$20</p>						

GYMNASIUMS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Newport Coast Community Center (only sports events)	\$450/hour	\$866/hour	\$136/hour	\$247/hour	\$99/hour	\$172/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: \$20</p>						

PARKS & PICNIC AREAS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Picnic Tables	\$256/hour	\$513/hour	\$51/hour	\$104/hour	\$44/hour	\$89/hour
Grass Areas	\$256/hour	\$513/hour	\$51/hour	\$104/hour	\$44/hour	\$89/hour
Peninsula Park Gazebo*	\$256/hour	\$512/hour	\$54/hour	\$112/hour	\$44/hour	\$89/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: \$20</p>						
*Pricing reflected is per area						

SPORTS FIELDS

AREA	COMMERCIAL		PRIVATE		NON-PROFIT	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Fields	\$183/hour	\$366/hour	\$107/hour	\$181/hour	\$81/hour	\$131/hour
<p>ADDITIONAL FEES: Admin fee/reservation: \$5 Field light usage: \$36/hour Field preparation: \$54/field</p> <p>SECURITY DEPOSIT: \$100</p> <p>CANCELLATION FEES: Less than 72 hours notice: Entire Rental Fee</p> <p>REFUND PROCESSING FEE: \$20</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:
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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.
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: _____