



Civic Center: Community Room & Witte Hall

Guidelines & Key Info

Thank you for choosing the Civic Center Community Center. Below is essential information to help you prepare for your event. For any questions, please email us at the address below.



Operating Hours

Rentals are available Monday–Thursday from 7:30 a.m. to 10:00 p.m. and Friday–Sunday from 7:30 a.m. to 11:00 p.m. These hours include setup and cleanup time. Any changes to your rental time must be approved 2 weeks before the event date. Events exceeding the requested rental time will incur extra fees.



Lawns

City Hall lawns can be added to a Community Room rental. Chairs, tables, and bounce houses are allowed, but flat heavy items and staking are not. Lawns are unlit, and all equipment must be cleared by sunset.



Restrooms

Onsite restrooms are ADA-compliant and easily accessible. If they require attention, please notify staff.



Parking

Parking is free and open to the public from 6 a.m. to 11 p.m. Parking is not allowed in the 3-minute and fire lane zones. Reserved parking for trucks, catering, or dumpsters requires prior approval.



WIFI, Power, AV

Wi-Fi, power, and AV are available. The open Wi-Fi network “CNB-Public” is accessible inside the Civic Center. Power is available indoors, in the patios, and on the lawns—please notify staff if power on the lawns is needed. High-power equipment may require a generator, which is not supplied by the facility. Available AV equipment is listed on our Equipment List.



Staffing

Onsite staff are available to assist with setup and teardown of City equipment, building access, and general facility needs. Staff reserve the right to make adjustments to ensure safety, cleanliness, and proper facility use. For assistance during your reservation, call 949-382-9787.



Atypical Equipment

For large or specialized equipment, please coordinate with staff in advance to ensure safety and ease.



Food

Renters may bring their own food or select from our approved caterers list, known for their exceptional service and facility experience. Outside caterers with on-site staff must provide a City business license and insurance.



Alcohol

Only beer and wine are allowed; hard liquor is prohibited. Alcohol is not permitted at events for minors under 21. Security (4-hour minimum) and liquor liability insurance are required. Selling alcohol also requires an ABC permit and a licensed bartender. Many caterers can assist with these requirements.



General Event Insurance Policy

Events with alcohol require General Liability Insurance with Liquor Liability coverage of \$1,000,000 per occurrence. ***The City of Newport Beach, its Council, boards, commissions, officers, agents, volunteers, and employees***, must be named on the additional insured endorsement. Additional coverage may be required based on the event details. Staff can provide a sample Certificate of Insurance.



Candles, Propane, Large Tents

Intended use of candles, propane, open flames, or large tents requires a Fire Special Event Permit from the Newport Beach Fire Department. Please allow approximately two weeks for the application process.



Vendors

All paid vendors and onsite sellers not included on our approved lists must submit a City of Newport Beach Business License and provide a Certificate of Insurance with a minimum coverage of \$1,000,000 per occurrence. The policy must also include an Additional Insured Endorsement naming the following as additional insured: ***the City of Newport Beach, its City Council, boards and commissions, officers, agents, volunteers, and employees.***



Documents

All documents — including equipment layouts, itinerary, permits, certificates of insurance, business licenses, etc.—must be submitted at least two weeks prior to the event date.



Amplified Sound

All amplified sound must remain indoors with doors closed by 7:30 p.m. Outdoor amplified sound may require a Special Event Permit.



Cleaning

Renters must leave the room, patios, and lawns in their original condition. Cleaning supplies are provided for minor spills. Excessive waste, additional cleaning, or damages may result in extra charges.

By signing below, you acknowledge that you have read, understood, and agree to the guidelines outlined in this document.

Print Name: _____

Event Date: _____

Signature: _____

Date: _____

CONTACTS

Civic Center Community Room and Lawn

📞 949-644-3167 ✉ civicroentals@newportbeachca.gov

General Inquiries

📞 949-644-3151 ✉ recreation@newportbeachca.gov