Seal Beach Community Center Rental Information Packet

211 8th Street Seal Beach, CA 90740
Monday- Friday 8am- 5pm, closed daily from 12pm-1pm
www.sealbeachca.gov (562) 431-2527 x: 1306

General Information

<u>Marina Community Center</u> - 151 Marina Drive
Small Room: 320 sq ft
Maximum Capacity: 20
Large Room: 1672 sq ft
Maximum Capacity: 150
Features:

- Built in projection screen
- projector
- PA system
- Stage
- podium
- Chairs (150)
- Tables:
    - 60" Round
    - Rectangular 6',8'and 12'

<u>North Seal Beach Center</u> - 3333 St. Cloud Drive
3500 sq ft
Maximum Capacity: 150
Features:

- PA system
- Chairs (150)
- Tables:
    - 60" Round
    - 12' Rectangular

<u>Senior Center</u> - 707 Electric Ave
1536 sq feet
Maximum Capacity: 100
Features:

- Television
- Projection Screen
- PA system
- Chairs (100)
- Tables:
    - 60" Round
    - 12' Rectangular

<u>Fire Station #48- Community Room</u> – 3131 N. Gate Road
1100 sq feet
Maximum Capacity: 40
Features:

- Televisions
- Projection Screen
- PA system
- Chairs (36)
- Tables:
    - 13 Desk Tables

Qualifications for use of the Senior Center & Fire Station #48 Community Room:
Reservations will only be granted to resident groups of Civic and Service Organizations with 60% of its membership age 55 years or older. Resident groups shall be those groups having at least 60% of their active membership residing within the City of Seal Beach. Private parties, wedding receptions, and youth groups will not be scheduled for use of the Senior Center or Community Room. Commercial or profit-making activities will not be permitted.

Facility Rental Requirements
To make a reservation, a facility rental application must be completed no less than 30 days prior to desired date of event. No reservation is confirmed until the application has been approved and the reservation deposit has been paid in full. Application approval is dependent upon intended use, availability of facility and staff, the applicant's agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Community Services staff. Users of City Facilities shall comply will all applicable State and Federal laws and regulations, as well as all applicable City Ordinances. User conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of Facilities by City personnel, is prohibited. Users who engage in such conduct shall be barred from further participation at City Facilities during that day. Failure to abide by this provision shall result in the immediate revocation of the Facility Permit, without refund of fees paid, and the applicant shall be barred from further participation and attendance at the City Facility during that day. Contracts will only be issued to persons 18 years of age and older, unless the application includes the use of alcoholic beverages in which case, reservations will only be issued to persons 21 years of age or older. At events conducted one- time only, person signing application and receiving contract must be present at said event.

Reservations for one-day events may be submitted 6 months in advance. Usage time on the application must include all facility preparation, including the user's set-up and decoration time by caterer and/ or user, as well as clean-up time following use. Renters will be allowed to occupy the facilities only during the times listed on the application. Any additional use must be arranged with Community Service Staff 10 working days prior to event. Liability insurance and Community Services personnel and/or security is required for all facility rentals. Two personnel are required if the anticipated head count is more then 75 or if alcohol will be served. Individual/ group must pay for required personnel. Community Services personnel are required to staff event for a minimum of four hours.

Reoccurring Reservations
Reservations for weekly and monthly events are scheduled on a six- month basis (January 1- June 30, and July 1- December 31). Usage time on the application must include all facility preparation, including the user's set-up and decoration time by caterer and/ or user, as well as clean-up time following use. Facility rental is for a four hour minimum. On-going club and organization groups must maintain a regular attendance of no less than thirty people to maintain a valid contract for large rooms, and ten for small rooms. If a group fails to meet on three consecutive reservation dates, contract will be cancelled. All single cancellation days must be made 10 working days prior to event/ meeting. Renters will be allowed to occupy the facilities only during the times listed on the application. Any additional changes to contract must be arranged with Community Service Staff 10 working days prior to event.

Hours of Operation
All City facilities are open for classes, programs, and rentals only. The North Seal Beach Center and Marina Community Center may be reserved until 12 midnight. The Senior Center & Fire Station Community Room may be reserved until 11:30pm. There is a 10pm noise curfew, all doors and windows must be shut and everyone must be inside the facility. Youth event reservations may not conclude after 10pm. No reservations will be accepted for City observed holidays.

Refundable Security Deposit
A Security Deposit is required for all rentals and must be submitted at least 30 days in advance accompanied by Facility Rental Application. Rentals of more than 75 people or having alcohol present require two staff members be present and a security deposit of $500. Rentals with less than 75 people and without alcohol require a security deposit of $250. Deposits must be paid with a credit card or credit card information must be left on file. If rental fees are not paid in full 10 working days prior to event date, the event will be cancelled and the deposit will be withheld. Should a cancellation occur prior to 30 days of event, all fees will be refunded. If event is cancelled less than 30 days prior to event, deposit will be withheld and a cancellation fee of up to 50% of the total fees may be assessed. If the facility is left in order, deposit will be refunded. If repairs are necessary; costs will be deducted from security deposit. Any repair costs more than the security deposit will be the responsibility of the applicant. Additional fees will be deducted from the security deposit if the renter is not out of the facility by the end of the agreed rental time.

Youth Events
A youth event is defined as any event held for persons under 18 years of age or where majority of participant head count is under the age of 18. An adult chaperon, 21 years or older will be required for every 15 minors at youth events; with no less than three adults. Youth event reservations may not conclude after 10pm. Alcoholic beverages are not permitted at youth events.

Special Event Permit Required if:
1. Live music
2. Outdoor dining on non-residential properties
3. Closure of public streets (parade/running race, etc.)
4. Rental of public property for more than 25 persons
5. Christmas tree lots/ pumpkin farms in parking lots
6. Block parties
7. Closure of parking lots to set up tents/canopies/outdoor sales
8. Rental of the City Hall Courtyard
9. Sidewalk Sales
10. Other Special Events as defined in the City Council adopted Policy Statement

Please Note: Due to high attendance on the beach during the summer months, no approvals will be granted for Special Events at Eisenhower Park or on the beach beginning the Friday of Memorial Day weekend and ending the Tuesday after Labor Day.

Service of Alcoholic Beverages
The sale of alcohol is not permitted. If serving alcohol, pre-authorization and fees apply. Hard liquor is not permitted. No alcoholic beverages shall be served to anyone under 21 years of age. Injuries caused to any person as a result of alcoholic beverages being consumed on City premises, arising off

City premises, or as a result of alcohol being available on City premises, shall be the sole responsibility of the renter, its sponsor and adult representative. Alcohol is not permitted at events where persons under the age of 21 make up more than 50% of those in attendance. Groups serving alcoholic beverages must stop serving sixty minutes prior to departure time and all unused alcoholic beverages must be moved to the kitchen. Alcoholic beverages must be consumed inside the rented area of the facility.

Set-Up & Clean-Up
No candles or open flames, fog machines, nails, or staples. Decorations may be attached to walls with masking tape only. All decorations including tape must be removed at the conclusion of the event. No decorations may be attached to overhead fixtures. Staff will assist with set-up and tear-down of City property (tables, chairs, podium, etc) but it is the renter's responsibility to return all items to their proper place. Staff is not responsible for assisting in removal of decorations, personal items, or any trash. Each group will be responsible for providing their own trash bags. All trash must be bagged, tied, removed from the building, and placed in trash bins. All property, equipment, walls, and furnishings must be left clean and undamaged. Any person or group causing damage will be required to pay for same. All equipment, supplies, food, and decorations brought in by renter must be removed before leaving the building. A final walk through will take place with City personnel 10 minutes before the end of the agreed rental time. Failure to complete tasks by this time will result in loss of security deposit.

Kitchen
Must be reserved on application and is subject to the following conditions: utilized for catering only, not food preparation, only coffee may be prepared, groups are responsible for removing all food and supplies at the completion of their event, does not come supplied with utensils, and refrigerator space may be limited due to use by City programs.

Facility Keys
Staff is responsible for unlocking and securing the facility for all one day rentals. A $100 refundable key deposit will be charged for reoccurring rental. Keys may be obtained and returned to the Community Services Department at City Hall.

Additional Rules and Regulations:

- Community Services personnel reserves the right to control the final sound level of any event or program.
- No smoking within 20 feet from any entrance or exits of public buildings stated in Government Code 7596-7598.
- Gambling shall not be permitted in any facility or on City grounds at any time.
- No activities of a partisan, political nature shall be permitted unless authorized by the City Council.
- Changes or additions to city facility are not permitted at any time.
- Any costs related to a false fire alarm are the responsibility of the renter.
- No rice, confetti, or birdseed is permitted.
- No animals other than Seeing Eye dogs are permitted in any City facilities.

Any infraction of these rules or any rule stated in this packet may lead to denial of future rental requests of City facilities or result in a deduction to or withholding of security deposit. All decisions are subject to the discretion if the Community Services staff.

Application Packet Checklist

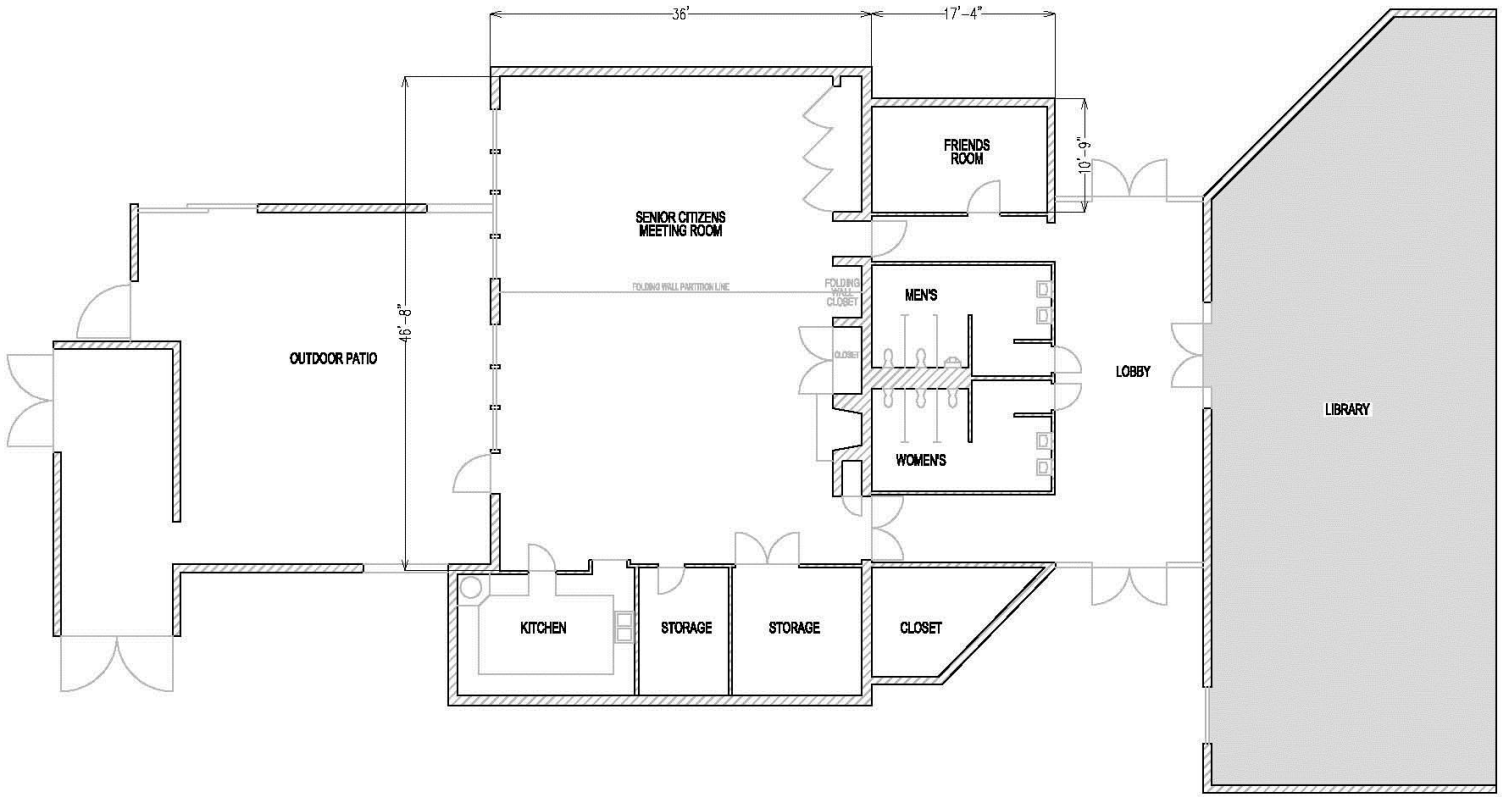
- ☐ Signed Facility Use Application & Permit
- ☐ Special Event Application and payment , if Applicable
- ☐ $250/ $500 Refundable Security Deposit
- ☐ Proof of Insurance or Request for Insurance Policy through Community Services Department
- ☐ Proof of Residency, if Applicable

Fee Schedule 2013/2014

Proof of residency is required for all resident rentals

Fees		
W/O Alcohol	**0-75** **Attendees**	**76-150** **Attendees**
Deposit	250	500
Staff /hr.	15	30
Insurance	90	120
Main Room Rate /hr.	See Hourly Rates Below	See Hourly Rates Below
Small Room Rate /hr.	See Hourly Rates Below	N/A
Cleaning Fee	150	150
With Alcohol	**0-75** **Attendees**	**76-150** **Attendees**
Deposit	500	500
Staff /hr.	30	30
Insurance	Call for Quote	Call for Quote
Main Room Rate /hr.	See Hourly Rates Below	See Hourly Rates Below
Small Room Rate /hr.	N/A	N/A
Cleaning Fee	150	150

Hourly Rates		
	Main Room *max cap: 150*	Small Room *max cap: 20*
Resident Activities	30	20
Non- Resident activities	50	35
Commercial or profit-making activities	100	50
Resident meetings of civic/service organizations	$100 yearly cleaning fee & proof of insurance	$100 yearly cleaning fee & proof of insurance



Amenities:

1536 sq ft

Maximum Capacity: 100

Features:

- Television
- Projection Screen
- PA system
- Chairs (100)
- Tables
  - > 60" Round
  - > 12' Rectangular

MARY WILSON LIBRARY/SENIOR CENTER

707 ELECTRIC AVENUE

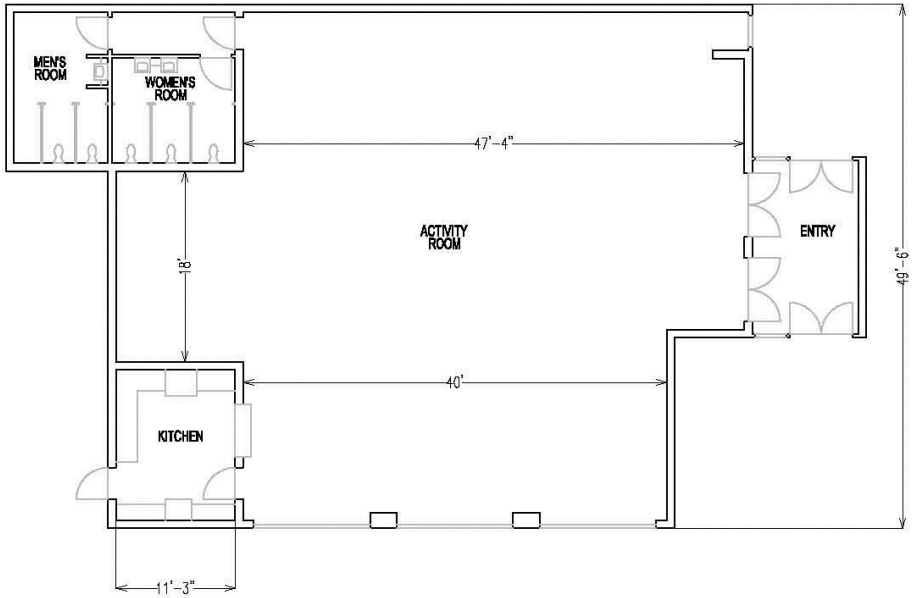
Amenities:

3500 sq ft

Maximum Capacity: 150

Features:

- PA system
- Chairs (150)
- Tables:
  - > 60" Round
  - > 12' Rectangular



NORTH SEAL BEACH CENTER

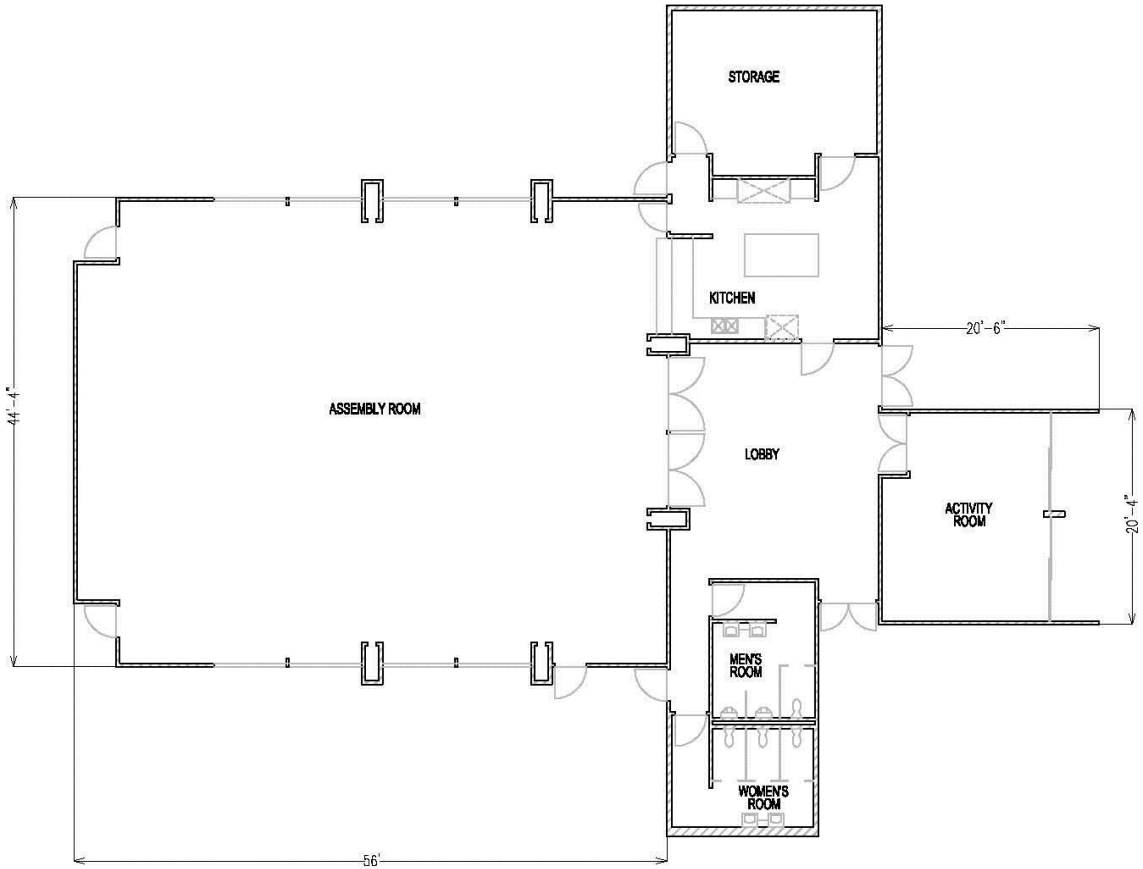
3333 ST. CLOUD DRIVE

Amenities:

Small Room: 320 sq ft
Maximum Capacity: 20

Large Room: 1672 sq ft
Maximum Capacity: 150
Features:

- Built in projection screen
- Projector
- PA system
- Stage
- Podium
- Chairs (150)
- Tables
  - > 60" Round
  - > 12' Rectangular



MARINA COMMUNITY CENTER

151 MARINA DRIVE