

Costa Mesa Senior Center Room Reservation Application Form

Applicant or Group Name: _____

If Group, Contact Person Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Type of Function: _____

Is Applicant the focus of the event (i.e. Bride or Groom, Guest of Honor)? Yes No

Reservation Day & Date: _____

Set-Up Time: _____ to _____ Event Time: _____ to _____ Clean-Up Time: _____ to _____

Total Number of Guests Expected: _____ (No. of Adults _____ Teens _____ Under 12 _____)

Alcohol: Yes No (Alcohol is NOT Allowed at functions for Minors)

Security Required: Yes No Number of Officers: (1 Officer to every 50 guests) _____

Room(s) Requested – Please check all that apply.

	Deposit	
_____ Multi-Purpose Room (Full, includes stage and kitchen)	\$750	_____
_____ Multi-Purpose Room (Includes stage)	\$550	_____
_____ Multi-Purpose Room (Wood Floor, includes stage)	\$400	_____
_____ Multi-Purpose Room (Tiled Floor, no stage)	\$250	_____
_____ Meeting Room	\$150	_____
_____ Arts & Crafts	\$100	_____
_____ Classroom 1	\$100	_____
_____ Classroom 2	\$100	_____
_____ Classrooms 1 & 2	\$200	_____
_____ Kitchen	\$200	_____
	Total:	_____

Who will be the designated "Responsible Host"? Facility Staff will need to have continued contact with this individual, who must be present in the Costa Mesa Senior Center during the entire reservation time. (i.e. this person must be present from the beginning of the rental time and until the last person exits.)

Name: _____ Relationship: _____ Phone: _____

Will you be serving food? Yes No Catered? Yes No

Caterer – Name: _____ Phone: _____

Decorator – Name: _____ Phone: _____

This application is TENTATIVE until a supervisor approves it and a contract is signed.
An appointment needs to be made in advance to schedule a booking of the facility
(NO EXCEPTIONS)!!

Costa Mesa Senior Center Rental Fee Schedule

Facility	Weekday Evening (Mon. – Thurs.)	Friday Evening/ Sunday Evening	Saturday (3pm – 1am)	Additional Hours
Multi-Purpose Room (Full)	\$100.00 per Hour	Flat Rate: \$1,050.00/ 5 hours for Event/ 3 hours for kitchen and includes an additional:	Flat Rate: \$1,650.00/ 6 hours for Event/ 4 hours for kitchen and includes an additional:	\$150.00 per Hour
Set-Up/Clean-Up	\$25.00 per Hour	1 Hour set-up/ 1 Hour clean-up	2 Hours set-up/ 1 Hour clean-up	\$150.00 per Hour
Multi-Purpose Room (Stage)	\$75.00 per Hour	\$100.00 per Hour	(Available AM ONLY) \$100.00 per Hour	N/A
Non-Profit Rate	\$50.00 per Hour	\$75.00 per Hour	\$75.00 per Hour	N/A
Multi-Purpose Room (Tiled)	\$50.00 per Hour	\$75.00 per Hour	(Available AM ONLY) \$75.00 per Hour	N/A
Non-Profit Rate	\$25.00 per Hour	\$50.00 per Hour	\$50.00 per Hour	N/A

Room	Hourly Rate	Non-Profit Rate
Meeting Room	\$50.00 per Hour	\$25.00 per Hour
Classroom 1	\$50.00 per Hour	\$25.00 per Hour
Classroom 2	\$50.00 per Hour	\$25.00 per Hour
Classrooms 1 & 2	\$100.00 per Hour	\$50.00 per Hour
Arts and Crafts Room	\$50.00 per Hour	\$25.00 per Hour
Kitchen	\$100 per Hour	\$50.00 per Hour

Additional Fees:

Liability Insurance	\$150.00 w/ Alcohol \$75.00 no Alcohol
Dumpster Disposal Fee	\$75.00
Exceeding Room Capacity	\$100.00
Unscheduled Additional Hours	\$200.00/hr.
Cleaning /Maintenance Fee	\$50.00
Cancellation or Transfer Fee	\$25.00
Expedite Payment Fee	\$50.00
Returned Check Fee	\$50.00

***All fees subject to change**

Update 6/06

Please tell us more about what will be happening at your event. Please note that certain activities will require additional deposits, fees and/or insurance.

Activities – Please check all that apply:

Dancing: _____ Yes _____ No
 Announcements: _____ Yes _____ No
 Games: _____ Yes _____ No Description: _____
 Contests: _____ Yes _____ No Description: _____
 Silent Auction: _____ Yes _____ No Description: _____

Equipment – What will be used during your event? Use of Center equipment requires additional deposit(s) and may also require additional usage and staff fees. Some items are available for use only in the Multi-Purpose Room. Availability of Center equipment may be limited due to the number of reservations on the same date and by priority of initial reservation date.

FEES

_____ Live Band/Music	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ DJ	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ Karaoke System	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ Disco Lights	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ Slide Projector	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ AM/FM Radio	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ Cassette Player	_____ Bringing own/Vendor	OR	* Not Available from Center	
_____ Coffee Service	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$25_____
			(100 cups and condiments)	
_____ CD Player	_____ Bringing own/Vendor	OR	* Not available from Center	
_____ Television Set	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$50_____
_____ Microphone(s)	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$50_____
_____ PA System	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$100_____
_____ Video Projector	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$25_____
_____ Screen	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$50_____
_____ Overhead Projector	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$25_____
_____ Lectern	_____ Bringing own/Vendor	OR	_____ Center Equipment	\$50_____

_____ Other (List what you will bring) _____
Total _____

Thank You for choosing The Costa Mesa Senior Center

Center Staff Use Only

Taken By: (Staff Name) _____ Date Received: _____

Coordinator's Use: Will Liability Insurance be required for this reservation? _____ Yes _____ No

Will Security be required for this reservation? _____ Yes _____ No

Security Company Contracted: _____ Number of Guards _____

Rental Rules and Regulations for The Costa Mesa Senior Center

Thank you for choosing to have your event at The Costa Mesa Senior Center. We want you to have a pleasant experience during the early planning stages of your reservation up to the day of your event. In order to provide you with quality service and to ensure an enjoyable and safe event, the following rules and guidelines have been developed and you are asked to abide by all.

General:

The Costa Mesa Senior Center is a Non-Smoking Facility.

Office Hours: Monday – Friday, 9am – 5pm.

All reservations must be made in person. No reservations will be taken over the telephone.

All reservations must be made (14) days prior to the scheduled event. Requests for reservations for events made less than 30 days in advance of the scheduled event must be **paid in full** at the time the tentative reservation is made.

All reservations are **TENTATIVE** until a supervisor approves it and a contract is signed.

An appointment needs to be made in advance to schedule a set-up/booking OR make a payment of the facility (**NO EXCEPTIONS!**).

Permission to use the facilities at The Costa Mesa Senior Center must be granted in writing and will not be confirmed until all fees and deposits are received and processed, and a copy is signed by a CMSC Supervisor.

A security deposit is required at the time of reservation with the rental balance **paid in full** (30) thirty days prior to event.

Non-Commercial individuals are welcome to use The Costa Mesa Senior Center for family or neighborhood-related social functions. Non-Commercial individuals **may not** use this privilege to reserve facilities for business (commercial) use.

Set-Up Time: Allows for delivery, caterer, florist, band/DJ and those decorating the facility to ENTER prior to guest arrival.

Event Time: Event time shall begin and continue through contracted hours.

Clean-Up Time: Is a maximum of one hour following the end of the event. All personal/rental items must be removed from the facility. WE DO NOT PROVIDE STORAGE! All items remaining in the facility will be subject to disposal.

Decorating: No objects are to be suspended, attached or affixed to ceilings, walls, window blinds, stage drapes or carpeted folding doors. No duct tape, tacks or pins are to be used on facility property or furnishings. NO CONFETTI, GLITTER, RICE OR BIRDSEED are allowed in or around the facility. Prior approval must be obtained for use of helium balloons and floating candles. It is suggested that patron concentrate on table-top decorations and portable decorations.

Clean-Up: The PATRON is responsible for clearing off the table tops and removing all decorations. All food and beverages must be removed and the Kitchen must be left in the same condition as it was when PATRON arrived. ALL GREASE and FOOD ITEMS (such as beans, rice and meat) MUST BE DISPOSED OF IN TRASH RECEPTACLES OUTSIDE.

Kitchen: Kitchen facilities are available for rent. Use of kitchen stoves, ovens, refrigerators... etc, may be used only with specific advance approval and with the appropriate fees and deposits. Kitchen areas must be cleaned and returned to the condition it was in when the applicant first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerators, freezers, microwave and floors must be cleaned.

Security: Security Guards will be required at all party events with a guest count of 50 people or more. A licensed and bonded security company will be contracted by The Costa Mesa Senior Center at the PATRON'S EXPENSE. ONE GUARD PER 50 GUESTS IS REQUIRED.

Amplified Music: Amplified music and/or sound systems, including public address systems, DJs, bands, karaoke, film/video systems and other large systems will not be permitted without prior written approval for both inside and outside the facility. CMSC staff reserves the right to monitor and maintain volume control on any amplified items.

Alcohol & Beverage Rules:

1. Alcohol refers to beer, wine and champagne. **NO HARD ALCOHOL IS ALLOWED.** Beverages refer to all other liquids (no red colored based drinks allowed).
2. Alcohol will be prohibited from events where the primary focus is for youth under the age of 21 (i.e. baptisms, bah mitzvahs, bar mitzvahs, quinceaneras, birthdays and graduation parties). **No Champagne Toasts will be allowed at these events.**
3. Only 2 liter bottles of sodas may be allowed on tables. No drinking from original beverage containers (bottles or cans) will be allowed.
4. All alcohol and beverages must be distributed over a bar unit into individual servings. Alcoholic beverages must be served in cups that are clear in color. Non-alcoholic beverages must be served in colored cups. Two drinks per person allowed to be dispensed per visit to bar.
5. All alcohol and beverages must be consumed inside the contracted area of the CENTER. This does not include kitchen, hallways, restrooms, parking lot or landscape areas.
6. No alcoholic beverage shall be served to any person under 21 years of age. All minors must be accompanied by a parent, adult, relative or legal guardian. The CENTER reserves the right to check identification of individuals for legal age before and during the serving of alcoholic beverages.
7. Injuries caused to any person as a result of alcoholic beverages being served to, or consumed on the Costa Mesa Senior Center's premises, or as a result of alcohol being available on the Costa Mesa Senior Center's premises shall be the sole responsibility of the contract rental patron, organization, its sponsor and adult representative.
8. When serving champagne, all bottles must be opened inside the kitchen area, beverage served, bottles removed to kitchen for disposal. No glass bottles (beer, wine, champagne or soda) are allowed in the Costa Mesa Senior Center (except at bar). **Do not open champagne or sparkling cider in the dining area.**
9. Serving and/or selling of alcoholic beverages will be allowed for a maximum of five (5) hours. Sale of alcoholic drink tickets must end two (2) hours prior to end of serving hours. Serving of any alcoholic beverage must end one (1) hour prior to exit time of guests. The designated person in charge of alcohol for the event shall remove all alcohol beverages at the closure of service time from the event area and from the premises at the conclusion of the rental.
10. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Alcoholic Beverage Control Board. Any organization utilizing the Costa Mesa Senior Center premises shall be responsible for obtaining all required permits or licensing relating to the distribution and consumption of alcoholic beverages on the premises. **THE COSTA MESA SENIOR CENTER SHALL HAVE NO RESPONSIBILITY IN THIS REGARD.**
11. Evidence of required permits, licenses or insurance must be provided to the Costa Mesa Senior Center staff 30 days prior to the scheduled event.

Insurance Clause

The APPLICANT shall provide a Certificate of Insurance to the CENTER of the existence and content of all insurance coverage. The CENTER or the CITY may at its option, elect to require the APPLICANT to secure and maintain throughout the period of use contemplated under this Agreement **bodily injury and property damage liability insurance** with policy limits of not less than \$1,000,000/\$2,000,000. Therefore, or alternatively, a \$2,000,000 combined single limit, with the City of Costa Mesa, the Costa Mesa Senior Center, its officers, agents, directors and employees as an additionally named insured. Such policy or policies of insurance shall further provide that said policies of the APPLICANT shall be primary over any insurance held by the Costa Mesa Senior Center and the City of Costa Mesa that may be applicable.

The Applicant also has the option of obtaining insurance through the CENTER'S insurance company for an additional fee.

