

City of West Covina
Cortez Park Community & Senior Center
Main Hall Rental Fees
(Capacity – 220)



RATES:

Refundable Security Deposit.....	\$305
6 Hours	\$2000
8 Hours	\$2500
10 Hours	\$3000
Each additional hour after 10 hours	\$250/HR
<i>**Hourly Rate for 1-5 hour use**</i>	<i>\$300/HR</i>

ALCOHOL FEES:

Alcohol Permit.....	\$150
Police Rate (minimum 5 hours).....	\$130/HR
Additional Insurance.....	\$100

ALL RENTALS INCLUDE:

- Tables
- Chairs
- Patio
- 2 staff to oversee facility (not waiters)
- Insurance for parties without alcohol
- Cleaning
- Set-up/teardown of tables and chairs

RENTAL GUIDELINES:

- All non-alcohol related rentals must be booked at least 15 days in advance.
- All alcohol related rentals must be booked 30 days in advance.
- Final payment for all rentals must be received 15 days prior to rental date.
- Refundable security deposit due upon signing of contract.
- All cancellations must be made at least 15 days in advance in order to receive full refund.
- The kitchen is not available for catering use. Strictly available for storing cold items in the refrigerator and access to the ice machine.
- All rentals must be cleared out of the facility no later than 12 a.m. This includes all personal belongings and 3rd party vendor items such as (tables, chairs, linen, etc.).
- Security deposit will be held if rental goes past agreed time.

Security deposit will be held for any misuse/damage of facility.

Parties are responsible for all decorations including table linen, centerpieces, etc.

No tape, staples, pins to be used on the walls.

No fog machines or candles allowed.

A 3% administrative fee is added to all transactions regardless the form of payment.

Maximum capacity - 220.

The use of coffee machine is strictly prohibited.

Patio is available during daylight ONLY.

Use of patio grills not included in the rental.

Projector screen available upon request. No additional electronic equipment available.

Event lay out due one week prior to rental date.

Parties with alcohol - Police must be present through the end of the rental and will not leave until entire party has cleared the facility. Additional charges may apply should party not comply.

Last call for parties with alcohol is 10:45 p.m. (or 1 hour and 15 minutes to end of rental time).

No alcohol to be served after 11 p.m. (or 1 hour prior to end of rental time).

Last song for all parties at 11:15 p.m. (or 45 minutes prior to end of rental time).

SET-UP

Set-up time must be added to the time of your rental.

Depending on availability, the facility may be accessible for set-up at no additional charge subject to supervisor approval. Party will be advised the week prior to the event day of room availability and set-up dates and times. Subject to change.

Parties that stay past their complementary set-up time will be charged the hourly rate and must be paid prior to start of rental.

There are NO EXCEPTIONS to the policies and procedures before, during or after rental.

For more information or to book your next event at the Cortez Park Community and Senior Center contact the center at (626) 331-5366.

Cortez Park Community & Senior Center
2501 E. Cortez St.
West Covina, CA 91791