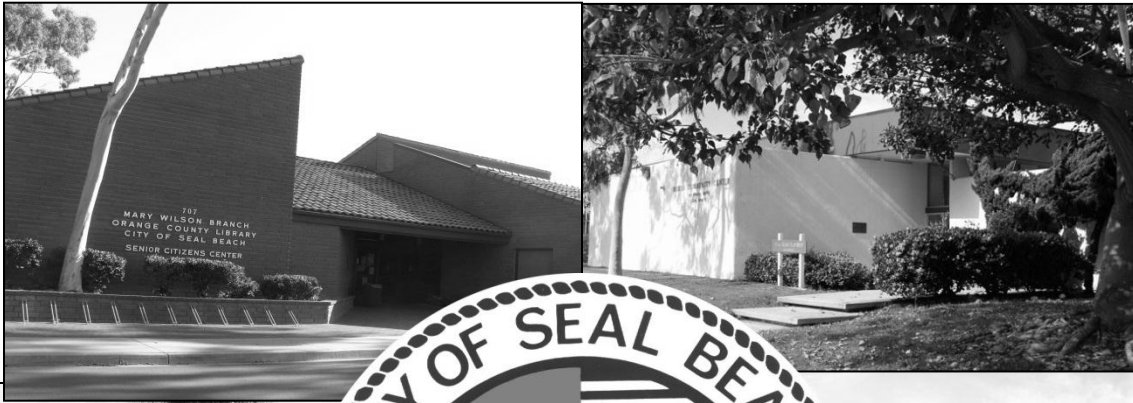


# Seal Beach Community Center Rental Information Packet

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



# General Information

## **Marina Community Center**

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'

## **Senior Center**

707 Electric Ave

1536 sq feet

Maximum Capacity: 100

Features:

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

## **North Seal Beach Center**

3333 St. Cloud Drive

3500 sq ft

Maximum Capacity: 150

Features:

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

## **Fire Station #48- Community Room**

3131 N. Gate Road

1100 sq feet

Maximum Capacity: 40

Features:

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

## **Seal Beach Tennis Center**

3900 Lampson Ave

562-598-8624

[www.sealbeachtenniscenter.com](http://www.sealbeachtenniscenter.com)

Maximum Capacity: 100

Features:

- Chairs
- Tables
- Television
- Tennis Courts (available for additional fee)

**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 with 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 than 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 Seal Beach Tennis Center, 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 of the Community Services staff.

## Application Packet Checklist

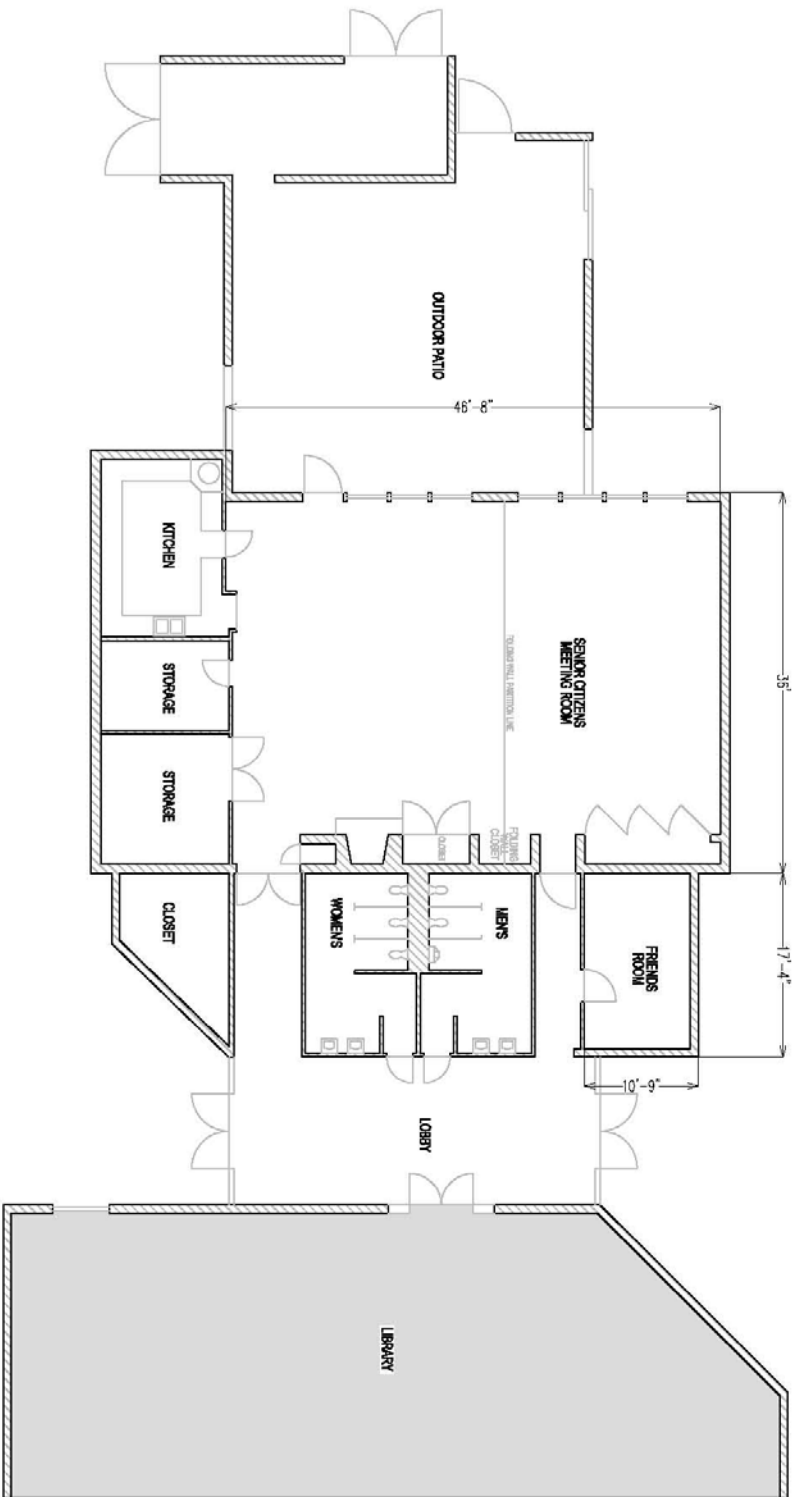
- Signed Facility Use Application & Permit
- Special Event Application and payment , if Applicable
- \$250/ \$500 Refundable Security Deposit
- Proof of Insurance or Request for Insurance Policy through Community Services Department
- Proof of Residency, if Applicable

# Fee Schedule 2014/2015

Proof of residency is required for all resident rentals

Fees		
W/O Alcohol	0-75 Attendees	76-150 Attendees
Deposit	\$250	\$500
Staff /hr. (needed after SBTC Hours)	\$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		
With Alcohol	0-75 Attendees	76-150 Attendees
Deposit	\$500	\$500
Staff /hr. (needed after SBTC Hours)	\$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 <i>max cap: 150</i>	Small Room <i>max cap: 20</i>
Resident Activities	\$30.25	\$20
Non- Resident activities	\$50.75	\$35.25
Commercial or profit-making activities	\$101.50	\$50.75
Resident meetings of civic/service organizations	\$101.50 yearly cleaning fee & proof of insurance	\$101.50 yearly cleaning fee & proof of insurance
SBTC Member Activities	\$30.25	N/A



**Amenities:**

1536 sq ft

Maximum Capacity: 100

**Features:**

- Television
- Projection Screen
- PA system
- Chairs (100)
- Tables
- > 80" Round
- > 12' Rectangular

**MARY WILSON LIBRARY/SENIOR CENTER**

707 ELECTRIC AVENUE

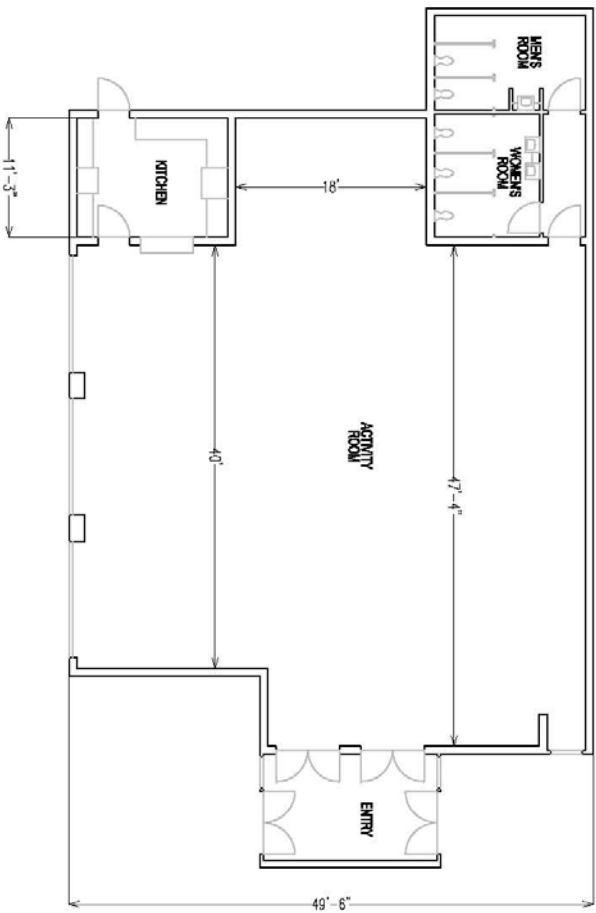
**Amenities:**

3500 sq ft

Maximum Capacity: 150

**Features:**

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



**NORTH SEAL BEACH CENTER**

3333 ST. CLOUD DRIVE



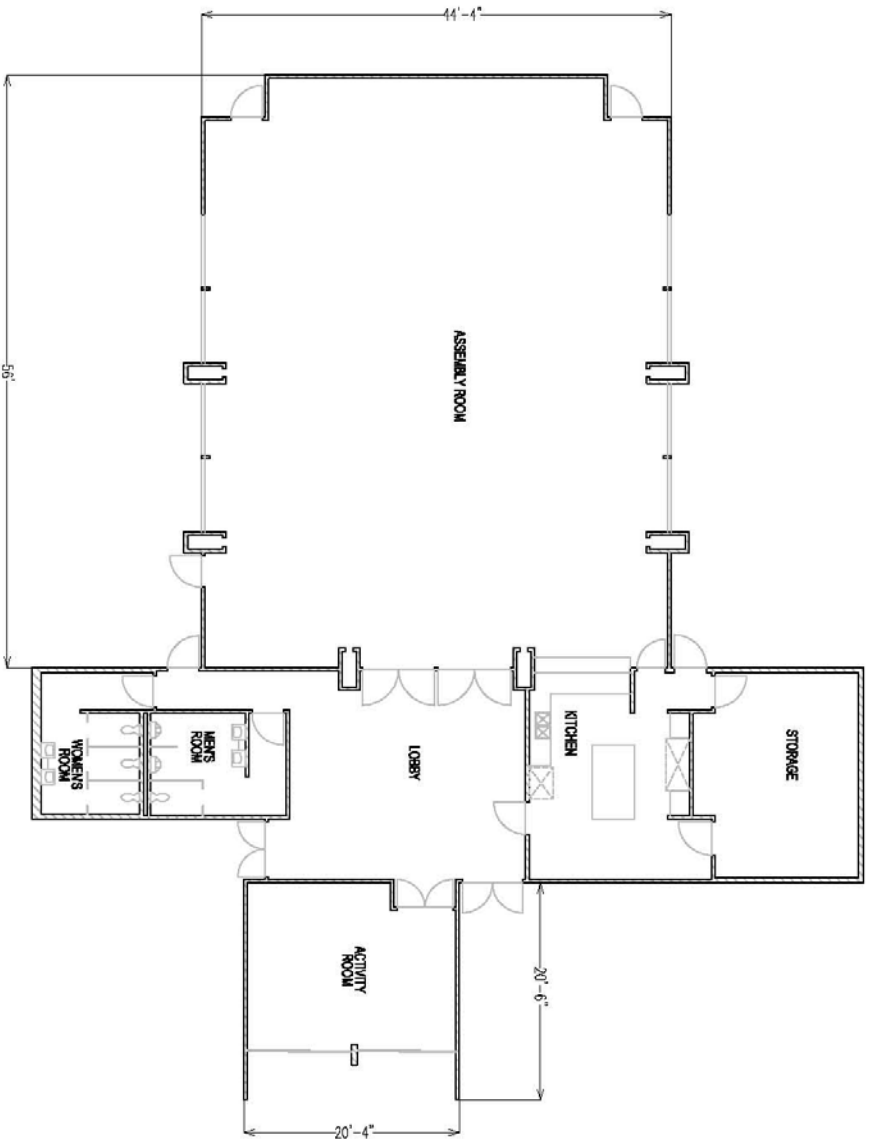
**Amenities:**

Small Room: 320 sq ft  
Maximum Capacity: 20

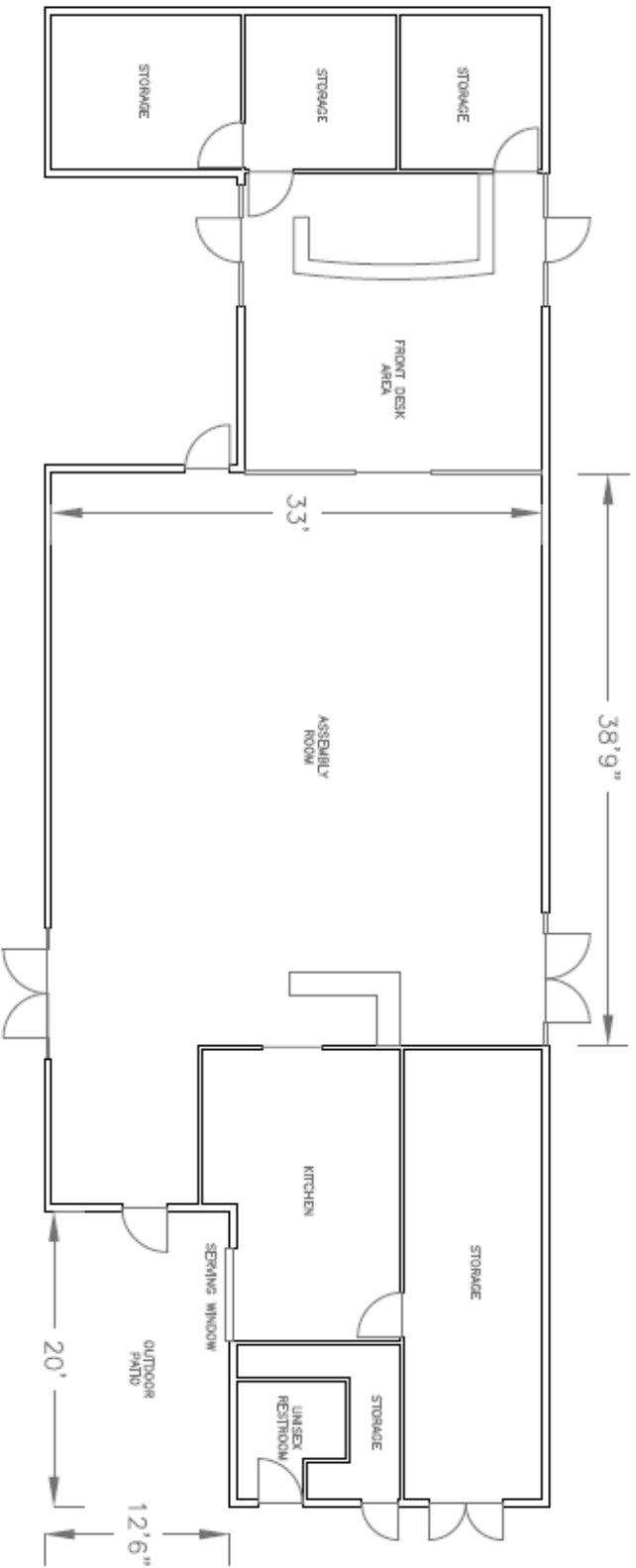
Large Room: 1672 sq ft  
Maximum Capacity: 150

**Features:**

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



**MARINA COMMUNITY CENTER**  
151 MARINA DRIVE



SEAL BEACH TENNIS CENTER CLUBHOUSE  
 3900 LAMPSON AVE

# City of Seal Beach Facility Use Application



City of Seal Beach  
211 Eight Street  
Seal Beach, CA 90740  
(562) 431-2527 x:1306

## Application & Permit for Facility use. Please type or print neatly.

Name:	Organization:
Address:	Home: (    ) Cell: (    )
City: State:                      Zip:	Non-profit TIN:
E-mail:	

## Event Information

Type of Activity: \_\_\_\_\_ Will alcohol be served? (Beer & Wine Only) Yes  No

Will food/ beverages be served? Yes  No  Kitchen Requested?: Yes  No  Fundraising Event: Yes  No

Equipment Requested:  TV (SC, SBTC & Com Rm Only)  PA  Projector (MCC & Com Rm Only)  Stage (MCC Only)  
 Podium (MCC & SC Only)  Tables  Chairs

Additional equipment you will provide: \_\_\_\_\_

DJ?: Yes  No  Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Live Band?: Yes  No  If yes, Special Event Permit Application is required

Caterer?: Yes  No  Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**Please provide a detailed description of your event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Facility/ Room	Anticipated Head Count	Date	Time In am/ pm	Time Out am/ pm	For Office Use Only					
					Total Hours X ( Rate + Staff)			Subtotal		
<i>Example: Marina Center Main Room</i>	100	01/02/15	5:00pm	11:00pm	6	X	30	+	30	\$360
						X		+		

**Please Review Community Center Rental Information Packet for Fee Schedule**

### Payment Information

Cash  Check  # : \_\_\_\_\_

Mastercard  Visa  Card # : \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Remaining Balance: \_\_\_\_\_ Due Date: \_\_\_\_\_ Rcvd By: \_\_\_\_\_

Deposit

Insurance

Cleaning

**Total Fee**

Application: Approved  Denied  Reason: \_\_\_\_\_ Community Services Staff: \_\_\_\_\_

**Applicant: Please review & complete the reverse side of this form.**

Please initial each section indicating that you have read and understood the **Community Center Rental Information Packet** in its entirety. By initialing each section you are confirming that all your questions/concerns regarding the rental information have been addressed by a member of the Community Services Department staff.

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Facility Rental Requirements
- \_\_\_\_\_ Reoccurring Reservations
- \_\_\_\_\_ Hours of Operation
- \_\_\_\_\_ Refundable Security Deposit
- \_\_\_\_\_ Youth Events
- \_\_\_\_\_ Special Event Permit Requirements
- \_\_\_\_\_ Service of Alcoholic Beverages
- \_\_\_\_\_ Set-Up & Clean-Up
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Facility Keys
- \_\_\_\_\_ Additional Rules and Regulations:
- \_\_\_\_\_ Fee Schedule 2014-2015

I \_\_\_\_\_ individually and/or on behalf of the named organization, agrees to defend, indemnify and hold harmless the City of Seal Beach and its officers, employees, and agents harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with the use of City recreational facilities regardless of whether the City was actively or passively negligent, either solely or contributory in connection with such liability. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our organization to the premises.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_