

Seal Beach Tennis Center Rental Information Packet

3900 Lampson Avenue, Seal Beach, CA 90740
Phone (562) 598-8624
Fax (562) 598-8626



SEAL BEACH
TENNIS CENTER



General Information

Seal Beach Tennis Center Rental Facilities

- **16 Tennis Courts (10 with lights)**
- **Clubhouse**
Meeting Space: 1,024 square feet
Maximum Capacity: For Assembly – 120. For Dining - 60

Clubhouse Features

- Kitchen
- Large screen television
- Chairs:
 - Indoors – 40 chairs
 - Outdoor patio chairs - 16 chairs
- Tables:
 - Indoors – 8 48” round tables
 - Outdoor patio tables – 4 56” round tables

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 Tennis Center 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 Tennis Center Staff 10 working days prior to event. Liability insurance and Tennis Center 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. Tennis Center personnel are required to staff event for a minimum of four hours.

Re-occurring 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 Tennis Center Staff 10 working days prior to event.

Hours of Operation

The Tennis Center has a normal schedule of hours for daily programs and operations. The Tennis Center may be reserved until 12 midnight. 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 \$250 Security Deposit is required for all rentals and must be submitted at least 30 days in advance accompanied by Facility Rental Application. 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

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.

Additional Rules and Regulations:

- Tennis Center 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 Tennis Center staff.

Application Packet Checklist

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

Fee Schedule 2011/2012

Proof of residency is required for all resident rentals

Tennis Courts – Public use rates are \$10/per hour/per court during the day, and \$12/per hour/per court for night lighted courts. Depending upon the type and size of the tournament, court fees may be negotiated.

Clubhouse Rental

W/O Alcohol Fees	
Deposit	\$250
Staff /hr.	\$15
Insurance	\$90
Clubhouse Rate /hr.	See Hourly Rates Below
Cleaning Fee	\$150
With Alcohol Fees	
Deposit	\$250
Staff /hr.	\$30
Insurance	\$125
Clubhouse Rate /hr.	See Hourly Rates Below
Cleaning Fee	\$150

Hourly Rates w/o Alcohol	
Resident or Member activities/ special events of civic or service organizations	\$20
Resident Fundraising activities of civic or service organizations	\$15
Non- Resident, non-fundraising activities of civic or service organizations	\$30
Non- Resident activities	\$35
Commercial or profit-making activities	\$50
Weddings & Wedding Receptions- Resident (6 hour min)	\$20
Weddings & Wedding Receptions Non-Resident (6 hour min)	\$30
Resident non-fundraising meetings of civic or service organizations	\$100 yearly cleaning fee & proof of insurance

Hourly Rates with Alcohol	
Resident or Member activities/ special events of civic or service organizations	\$40
Resident Fundraising activities of civic or service organizations	\$30
Non- Resident, non-fundraising activities of civic or service organizations	\$50
Non- Resident activities	\$55
Commercial or profit-making activities	\$75
Weddings & Wedding Receptions- Resident (6 hour min)	\$35
Weddings & Wedding Receptions Non-Resident (6 hour min)	\$55
Resident non-fundraising meetings of civic or service organizations	N/A