



CITY *of* CALABASAS

Host your next event or meeting at the Calabasas Civic Center



With its beautiful architecture and landscaping design, the Calabasas Civic Center offers a sophisticated venue for your next party, meeting, or special event. Its close proximity to the 101 Freeway, the upscale Commons at Calabasas shopping center and the Hilton Garden Inn provide a convenient and ideal location for a variety of corporate meetings and social gatherings.



The Civic Center Library houses the Founders Hall – a beautifully decorated banquet room and multi purpose meeting space with modern AV capabilities and the elegance of an old world library. The room may be divided into two individual meeting spaces or one large room with seating capacity up to 220, depending on the configuration. Parties may expand outdoors when hosted on the adjacent patio, shaded courtyard with fountain or a beautiful outdoor amphitheater.



Facility Hours

Monday – Thursday: 8:00am – 9:00pm

Friday – Sunday: 8:00am – Midnight

RESERVATIONS AND INFORMATION

EVENTS SERVING FOOD

If you intend to serve food or drinks during your special event or meeting, please contact the Calabasas Country Club, the exclusive caterer for the Calabasas Civic Center. The Country Club offers a convenient "one-stop shop" event service and will assist you with all of your reservation needs. (Please note, outside food and drinks are prohibited.) For assistance contact Steven Sosnowski, the Food and Beverage Manager at the Calabasas Country Club at (818) 222-8111 ext.773 or email Steven@calabasagolf.com.



EVENTS WITHOUT FOOD

If you are interested in renting one of the Civic Center spaces and your event has no food requirements, please contact (818) 224-1655 or e-mail roomrentals@cityofcalabasas.com. (Note, outside food and drinks are prohibited. Meetings with snacks or meals must be arranged through the Calabasas Country Club - see above for details.)

NON-PROFITS & COMMUNITY GROUPS

Through State grant funds and library programs, the Multi Purpose room in the Founders Hall is available free of charge Tuesdays, Wednesdays and Thursdays from 10:00am-8:45pm. Groups must meet specific requirements; information and reservations must be made directly through the Calabasas Library. Please call (818) 225-7616 during normal library hours or visit <http://www.cityofcalabasas.com/library.html> for more information.

Non-Profit Discount

Applicants with non-profit status showing appropriate documentation shall receive a 25% discount off regular hourly rates when renting the facilities.

**Founders Hall &
Multi Purpose Room
Patio and Courtyard
Included**



Facility Layout	Maximum Capacity	Facility Set Up	Min. # Hours	Rate/Hour	Security Deposit
Banquette Style	120 People	120 Chairs, 12 Round Tables	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$65 \$85	\$150.00
Seminar Style	220 People	220 Chairs, 4 Head Tables	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$65 \$85	\$150.00
Class Room Style	64 People	64 Chairs, 16 Tables	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$65 \$85	\$150.00

**Founders Hall
2/3 Room
Patio and Courtyard
Included**



Facility Layout	Maximum Capacity	Facility Set Up	Min. # Hours	Rate/Hour	Security Deposit
Banquette Style	60 People	60 Chairs, 6 Round Tables	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$55 \$75	\$150.00
Seminar Style	150 People	150 Chairs, 2 Head Tables	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$55 \$75	\$150.00
Class Room Style	50 People	50 Chairs, 7 Tables	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$55 \$75	\$150.00

Multi Purpose Room
1/3 Partitioned Space
in Founders Hall



Facility Layout	Maximum Capacity	Facility Set Up	Min. # Hours	Rate/Hour	Security Deposit
Seminar/ Classroom	50 People	50 Chairs	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$45	\$150.00 *
Banquette Style	40 People	5 Tables, 40 Chairs		\$65	

Amphitheater



Facility Set-up	Maximum Capacity	Facility Set Up	Min. # Hours	Rate/Hour	Security Deposit
None Provided	150 People	No Setup or Equipment Provided	Mon - Fri = 2 hrs Sat - Sun = 4 hrs	\$55	\$150.00*

Plaza



Facility Set-up	Maximum Capacity	Facility Set Up	Min. # Hours	Rate/Hour	Security Deposit
None Provided	350 People	No Setup or Equipment Provided	Sat - Sun = 4 hrs	\$65	\$150.00*

All parties with 100+ people require a security deposit of \$300.00

ADDITIONAL AMENITIES & RENTAL REQUIREMENTS

OPTIONAL FOOD & CATERING

The Calabasas Country Club is the exclusive caterer for the Calabasas Civic Center, providing a convenient "one-stop shop" event and catering service. The Country Club offers a variety of menus and beverage services as well as a friendly staff to assist you with your program needs. (Please note, outside food and drinks are prohibited.) Contact **Steven Sosnowski**, the Food and Beverage Manager at the Calabasas Country Club at **(818) 222-8111 ext.773** or email Steven@calabasasgolf.com for menus, pricing and additional information.

OPTIONAL AUDIO / VISUAL EQUIPMENT

\$50 flat fee - includes:

- DVD Player
- Podium with wired microphone
- Wall Screen with Projector
- Input for Laptop Computer or MP3 Player (computers and media players not provided)

Optional Tech Support Personnel: \$30 per hour

LIABILITY INSURANCE - REQUIRED

Liability Insurance is required for all rentals (including non-profit groups). Proof of liability may be obtained through the City (see below for rates) or may be provided through your personal Homeowner Insurance. The City of Calabasas must be named as additionally insured for a minimum of \$1,000,000.00 in general liability.

The endorsement should read:

The City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

Liability Insurance Rates

The City offers an optional 3rd party insurance program. The City of Calabasas does not control these fees and are they are subject to change upon underwriter approval. Note additional liquor liability policies are required when alcohol is served.

Event Size	Insurance Fees	Liquor Liability Fees	Total Insurance Fees
1 - 100 People	\$84 Standard Event	\$0	\$84.00
	\$123 Events Serving Alcohol	\$125	\$248.00
101 - 225 People	\$117 Standard Event	\$0	\$117.00
	\$214 Events Serving Alcohol	\$125 (1 - 150 people)	\$339.00
		\$150 (151 - 225 people)	\$364.00

SECURITY

Security guards are required for events with over 50 people or when alcohol is being served. Security fees are \$30 per hour.

FACILITY HOURS

Monday-Thursday: 8:00am-9:00pm

Friday-Sunday: 8:00am-Midnight*

*All facility premises must be vacated by midnight. Any extra time will be at the forfeiture of applicant's security deposit.

RESERVATIONS

Reservations are accepted on a first come first serve basis in person. To reserve a date and to be placed on the master calendar:

1. The Security Deposit/Fees must be received.
2. The Facility Application must be signed and returned.
3. Insurance certification must be received or purchased.

PARKING

Parking The City of Calabasas can provide approx. 150 parking spaces designated for your event. Any additional parking needs must be secured by the applicant.

Civic Center Reservation Request Form

Applicant Information

Department: _____

Contact Person: _____

Phone Number: _____

Do you need? (Please circle) Founders Hall / Multi-Purpose Room / Amphitheater / Plaza

Will food be served at your event? (Please circle) Yes / No

If Yes, please contact Steven Sosnowski of the Calabasas Country Club at (818) 222-8111 x773

Event Information

Date of Event: _____

Type of Event: _____ # Attending: _____

Event Start Time ____ : ____ am or pm

Event End Time ____ : ____ am or pm

Room to be Set-Up by ____ : ____ am or pm (if earlier than start time)

Do you need assistance with Set-up & Break down? _____

Audio Visual Equipment Needs: (Please check all that apply)

- CD/DVD Player
- Podium with microphone
- Wall Screen with Projector
- Input for Laptop – You must provide laptop

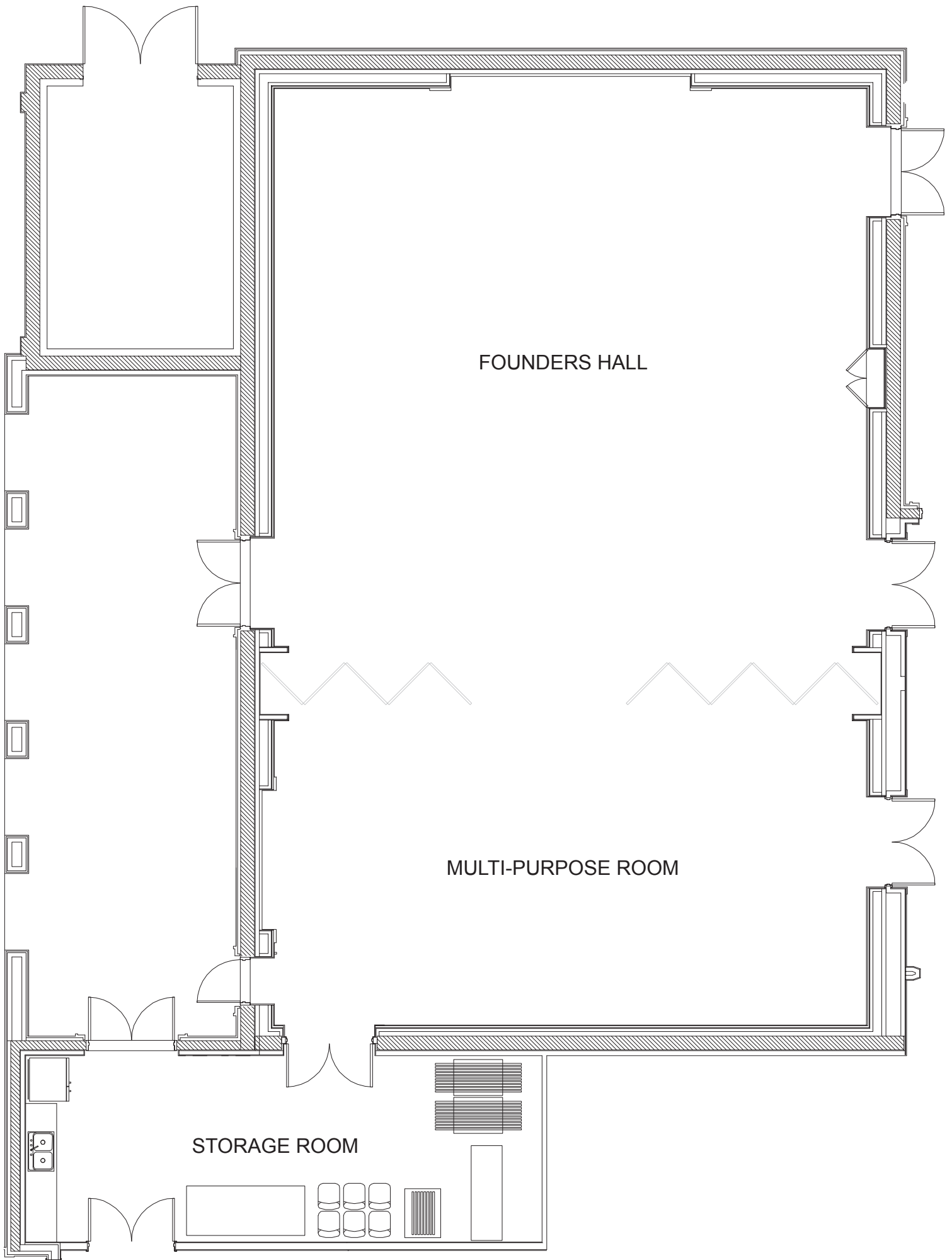
Please fill in the corresponding Founders Hall map with your exact set-up needs.

Requestor: _____ Date: _____

Signature _____

Please submit completed form to: Michelle Lee in the Community Services department x655.

Please call ahead for availability prior to submitting a reservation request.



FOUNDERS HALL

MULTI-PURPOSE ROOM

STORAGE ROOM

City of Calabasas – Room Rental Policies and Procedures

PROCEDURES:

1. Applications and appropriate deposit for use of the Founders Hall must be submitted to:
City of Calabasas, Attn: Community Service Room Rentals
100 Civic Center Way
Calabasas, CA 91302
2. Receipt of your application by the City of Calabasas does not constitute approval of the reservation.
3. Applications will be accepted on a first-come, first-served basis. Applicant must be at least 21 years of age.
4. All applicants shall be required to execute a rental agreement in a form prescribed by the City of Calabasas. Staff may include conditions of the rental and shall include the terms set forth in this procedure.
5. Reservations may be accepted up to one (1) calendar year in advance and are limited to the following:
 - A. Civic Event Only, no private parties, banquets or balls.
6. A maximum of 1 rental per month is permissible to an individual or organization. Rental parties who wish to rent the City of Calabasas on an on-going, continuous basis must agree to the following:
 - A. Continuous rental contracts must be paid for at least one month (30 days) in advance by credit card, or prearranged payment, in order to continue and secure your reservation and schedule staff. If payment is not received, another group may reserve your date and time. All continuous rental contracts shall be reviewed every four (4) months.
 - B. City of Calabasas sponsored events, recreational classes and one-time rentals, will take precedence over any continuous, specific rental date.
 - C. The City of Calabasas has the right to cancel your meeting date at any time for emergencies (earthquakes, floods, fires, etc.).
 - D. The City of Calabasas has the right to cancel, move or reschedule your meeting with 7 days written notice to resolve event, rental date and time conflicts.
 - E. City of Calabasas staff will make every attempt to accommodate continuous, on-going rentals time and dates. Should conflict arise and specific dates be cancelled, you will receive a credit or refund of your rental fee.
7. A security deposit will be required for all reservations, payable at the time of reservation. The security deposit is separate from the rental fee. The security deposit cannot be credited toward the rental fee. A separate security deposit is required for each date reserved. The deposit is refundable provided the facility is returned in the same condition in which it was found and all hours occupied have been pre-paid. Any portion of the deposit may be withheld for: a) Damages to building, furnishings or grounds, b) Missing equipment or furnishings, c) Facility left in unclean condition, d)

Occupation beyond reserved and prepaid hours or additional staff, e) Cancellation of reservation, (f) Any remaining amounts of deposit will be returned no later than thirty (30) calendar days after event.

8. All fees are due and payable thirty calendar days prior to scheduled event. Insurance certificate and alcohol permit must be on file with the City thirty calendar days prior to the reserved date. Reservation may be cancelled, forfeiting the security deposit if payment is not received thirty calendar days prior to scheduled event.

9. Anyone finding it necessary to cancel or change a reservation date will be assessed the following fees:

Cancellation fees:

More than 30 days prior to event: 50% of the security deposit

Less than 30 days prior to event: 100% of the security deposit AND 50% of all rental fees collected

Change of date fees:

More than 30 days prior to event: \$25 administrative fee

Less than 30 days prior to event: \$25 administrative fee AND 50% of the security deposit

10. Tables and chairs may be provided free of charge. Request desired items at time of reservation. Tablecloths are not provided but are recommended. Food storage, cooking pans and utensils are not provided.

GENERAL RULES:

1. Smoking is not permitted anywhere in the facility.
2. The City of Calabasas is available for rental from 8:00am-5:00pm Monday's and 8:00am-9:00pm Tuesday through Fridays.
3. City of Calabasas staff may monitor the facility at any time.
4. All items brought in by the applicant or furnished by a rental company must be removed at the conclusion of the event. The Center cannot store items to be picked up at a later date.
5. The City of Calabasas may require and provide security personnel at the expense of the applicant.
6. Applicant will be responsible for:
 - A. Damage, loss, accidents or injuries to persons or property resulting from use of Center property.
 - B. Supervision and control of persons in attendance.
 - C. Damage to furniture, fixtures or any part of facility. Additional charges will be assessed to applicant for any damage, repair or cleaning. Any serious injury or damage incurred on City of Calabasas premises shall be reported to staff immediately.
7. Renter pays for time spent decorating; band and caterer set-up; take down and clean up. The renter is also given an additional 1/2 hour before and after their scheduled event.
8. The applicant shall be required to submit a certificate of insurance. Certificate of insurance shall meet required insurance rating, in the amount of \$500,000 if alcohol is not being served or sold, and

\$1,000,000 if alcohol is to be served or sold. The certificate of insurance shall name Calabasas City of Calabasas as certificate holder and named as additionally insured. This insurance is also available through the City of Calabasas.

9. All outside music and entertainment must cease at 9:00pm, unless approved of by City of Calabasas staff.

10. The City of Calabasas staff reserves the right to full access to all activities at any time in order to insure that all City rules and regulations, as well as City, County and State laws are being observed.

11. Renter is responsible for complying with Calabasas Municipal Code chapter 8.18, including but not limited to the use of environmentally acceptable food packaging. Violation of this chapter can result in the forfeiture of the security deposit and a misdemeanor violation.

12. The City of Calabasas staff reserves the right to suspend any individual or group from using the facility in the event their behavior is abusive or destructive, or violates any City rules and/or regulations.

13. Activities involving persons less than 21 years of age must be supervised by adults by a ratio of one adult for every 15 minors.

14. Control of lights, heating and cooling systems and other equipment is the responsibility of the City of Calabasas staff member on duty. All requests for adjustments should be made to the staff member assigned to the event.

ALCOHOLIC BEVERAGES:

1. Dispensing, consumption and/or possession of alcoholic beverages are only allowed in the areas specified in contract. Alcoholic beverages are not permitted in the parking lot.

2. A State Department of Alcoholic Beverage Control permit shall be required when alcoholic beverages are to be sold. Said permit shall be secured by the applicant and a copy provided to the Center 30 days prior to the event.

3. Alcoholic beverages shall not be sold or served to minors, those under the age of twenty-one years.

4. Alcoholic beverages shall not be sold or served one (1) hour prior to closing time of event. Alcoholic beverages are not to be sold past midnight.

SECURITY GUARDS:

1. The City of Calabasas may provide security personnel at the expense of the applicant.

2. Guards hired for a function must go on duty ½ hour before guests' arrival and remain on duty ½ hour after the scheduled event.

SETUP:

1. All special event equipment (stages, canopies, awnings, booths, umbrellas, archways, etc.), and all rental equipment must be approved in writing by City of Calabasas staff 14 days prior to the event. Insurance will be necessary for the above items.
2. Open flames and fog/smoke machines are not permitted; candles must be in enclosed candleholders.
3. City of Calabasas staff must approve plans for decorations at least 14 days prior to event.: no cellophane tape, duct tape, nails, tacks or staples are to be used for decorations. Decorations must be of fireproof or fire-retardant materials. At no time should exits be covered or obstructed. The use of glitter or confetti anywhere in the facility is strictly prohibited. A fine will also be assessed for any balloons lost to the ceilings.
4. Events requiring the rental of additional tables, chairs or equipment must be coordinated with City staff.
5. Applicants are responsible for all persons present during set-up and clean up of event. Use of ladders during a rental is at the risk of the applicant.

CLEANING:

1. All clean up must be completed prior to check out time on the same day as the event. Applicants are responsible for:
 - A. Depositing all refuse in garbage cans and trash dumpsters
 - B. Wiping clean all tables and chairs
 - C. Picking up trash
 - D. Removing all decorations
2. A cleaning checklist will be completed before and after each rental by City staff.
3. All personal belongings must be cleaned up and/or taken away by the applicant or coordinator after the event is complete, such as - balloons, table linens, catering supplies, etc.