

CITRUS HEIGHTS COMMUNITY CENTER

6300 Fountain Square Drive, Citrus Heights, CA 95621

EVENT PACKAGES

Community Hall amenities include:

- Complimentary Wi-Fi
- Complete set up of the community center tables and chairs
- Audiovisual capabilities: microphone, screen, and projector (additional fees apply)

SMALL EVENT PACKAGE			8-hour minimum
Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
1/3 Hall (ABC) or South (ABC) Kitchen A or B	\$700.00	\$177.00 hourly	\$202.00 hourly

MEDIUM EVENT PACKAGE			8-hour minimum
Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
2/3 Hall (AB or BC) Kitchen A or B	\$1,200.00	\$227.00 hourly	\$278.00 hourly

LARGE EVENT PACKAGE			8-hour minimum
Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Full Hall (ABC) Full Kitchen Use	\$1,400.00	\$253.00 hourly	\$303.00 hourly

FUNDRAISING PACKAGE(S)			10-hour minimum
Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Large Fundraising <ul style="list-style-type: none"> • Full Hall ABC • South Flex Rooms ABC w/ Either East ABCD <u>or</u> North AB • Full Kitchen AB 	\$2,600.00	\$329.00 hourly	\$430.00 hourly
Small Fundraising <ul style="list-style-type: none"> • 2/3 Hall AB and Kitchen A w/South Flex Rooms ABC <u>or</u> • 2/3 Hall BC and Kitchen B w/South Flex Rooms ABC 	\$1,400.00	\$197.00 hourly	\$253.00 hourly

FLEX ROOMS

Flex Rooms amenities include:

- Complimentary Wi-Fi
- Complete set up of the community centers tables and chairs
- Layout must be approved and on-file 2-weeks prior
- Small sink and mini fridge
- Audiovisual capabilities - microphone, screen, and projector (additional fees apply).
- Audiovisual capabilities not available in the Senior Center**

SOUTH FLEX ROOMS		4-hour minimum	
<ul style="list-style-type: none"> • Patio access; set up is as is • Flexible classroom (3-rooms) 	Deposit	CH Resident CH Business Non-Profit	Non-Resident
South Flex Rooms ABC	\$400.00	\$101.00 hourly	\$126.00 hourly
South Flex Rooms A or BC	\$300.00	\$81.00 hourly	\$101.00 hourly
South Flex Rooms B or C	\$200.00	\$61.00 hourly	\$81.00 hourly

NORTH FLEX ROOMS		2-hour minimum	
<ul style="list-style-type: none"> • Flexible classroom (2-rooms) 	Deposit	CH Resident CH Business Non-Profit	Non-Resident
North Flex Rooms AB	\$300.00	\$81.00 hourly	\$100.00 hourly
North Flex A or B	\$175.00	\$40.00 hourly	\$61.00 hourly

EAST FLEX ROOMS		2-hour minimum	
<ul style="list-style-type: none"> • Patio access; set up is as is (incl BBQ) • Flexible classroom (4-rooms) 	Deposit	CH Resident CH Business Non-Profit	Non-Resident
East Flex Rooms ABCD	\$400.00	\$121.00 hourly	\$152.00 hourly
East Flex A or B or C or D	\$100.00	\$35.00 hourly	\$45.00 hourly

EVENT INSURANCE - REQUIRED

- General liability insurance is required of renters as well as all vendors (including catering).
- Host liquor liability is required when serving alcohol at an event.
- ABC Permit is required when there are alcohol sales.
- All insurance is due 30-days prior to the event date. Please ask staff for requirement details or a quote at time of booking.

EVENT SECURITY REQUIREMENTS

<ul style="list-style-type: none"> • Community center staff will coordinate security with Citrus Heights Police. • Citrus Heights Police Department provide uniform officer(s) for events. 	\$89.00 hourly
Event Security Required (alcohol served) Attendance: 101-299 people = 1-officer Attendance: 300-499 people = 2-officers Attendance: 500+ people = 3-officers	Event Security Required (no alcohol served) Attendance: 300+ people = 1-officer Attendance: 500+ people = 2-officers

NON-PACKAGE RENTALS

COMMUNITY HALL		8-hour minimum	
	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Full Hall ABC	\$1,000.00	\$222.00 hourly	\$278.00 hourly
2/3 Hall AB or BC	\$700.00	\$152.00 hourly	\$202.00 hourly
1/3 Hall A or B or C	\$400.00	\$126.00 hourly	\$152.00 hourly

PRE FUNCTION HALL		6-hour minimum	
	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Main Entrances Hallway	\$200.00	\$126.00 hourly	\$142.00 hourly

SENIOR CENTER		2-hour minimum	
Rental ONLY Available	Deposit	CH Resident CH Business Non-Profit	Non-Resident
<ul style="list-style-type: none"> • After 5:00pm (Mon thru Fri) • Between 6:00am-12:00am (Sat/Sun) 			
Senior Center** and Senior Patio Set up is as is, no AV available.	\$200.00	\$116.00 hourly	\$126.00 hourly

CATERING KITCHEN		2-hour minimum	
	Deposit	CH Resident CH Business Non-Profit	Non-Resident
• Preferred Catering List Available			
Full Kitchen AB	\$1,000.00	\$86.00 hourly	\$116.00 hourly
Kitchen A or Kitchen B	\$500.00	\$71.00 hourly	\$101.00 hourly

Catering fees may be required.

CATERING FEES (OUTSIDE VENDOR)			
	Deposit	Use Fee	Use fee is non-refundable.
Catering Fees	\$350.00	\$404.00	
<ul style="list-style-type: none"> • Catering fees apply if renter chooses an outside vendor for catering purposes. • Caterers must obtain prior approval from community center staff and <u>provide insurance</u> 30-days prior to event date. No exceptions. 			

OPTIONAL CLEANING FEES									
Fee option cleaning services available, more information provided at time of booking.									
<ul style="list-style-type: none"> • General trash removal • Removal of all items left behind once client vacates premise • Kitchen cleanup • Wipe down and disinfect all tables and surfaces 	<table> <tr> <td>0-100 people</td> <td>\$200.00</td> </tr> <tr> <td>101-300 people</td> <td>\$300.00</td> </tr> <tr> <td>301-500 people</td> <td>\$400.00</td> </tr> <tr> <td>500+ people</td> <td>\$600.00</td> </tr> </table>	0-100 people	\$200.00	101-300 people	\$300.00	301-500 people	\$400.00	500+ people	\$600.00
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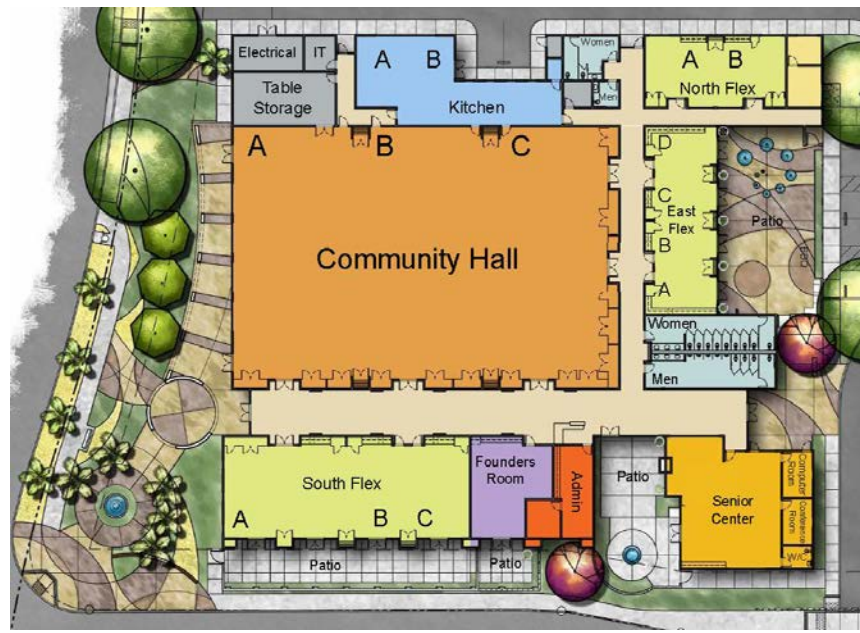
OPTIONAL RENTAL ITEMS

STAGE		5-PIECES AVAILABLE
		ADDITIONAL COST
<ul style="list-style-type: none"> • Each piece is 6'x8' and 16" H (48 sf); Velcro edge (skirting not included) • Stage piece set up included • Stairs included (no ADA ramps available) • Provides visibility for speakers, honorable guests 		\$51.00 each
PORTABLE BAR		2 AVAILABLE
		ADDITIONAL COST
<ul style="list-style-type: none"> • Each bar is 8' L; front is 46" H and back is 36" H • Set up included • Sinks drain into buckets, buckets included • Bar rags available (by request) 		\$76.00 each
DANCE FLOOR		24-PIECES AVAILABLE
		ADDITIONAL COST
<ul style="list-style-type: none"> • Each floor piece is 4'x4' • Set up included (no outdoor set up allowed) • Minimum Size: 9-pieces x \$25.00 = \$225.00; each additional piece is \$25.00 • Total Dance Floor Cost: 24-pieces x \$25.00 = \$600.00 		\$25.00 each
AUDIOVISUAL		
<ul style="list-style-type: none"> • Complimentary Wi-Fi available. 		ADDITIONAL COST
AV Use Fee		\$101.00
Consultation Fee	<i>Appointment only; a detailed outline required prior to appointment.</i>	\$51.00 each
Screen / Projector Use	Hall & Flex	\$51.00 each
Wireless Microphone	Hall Only	\$25.00 each
Corded Microphone	Hall & Flex	\$25.00 each
Lavaliere Microphone (clip on)	Hall Only	\$25.00 each

INCLUDED EQUIPMENT

TABLES AND CHAIRS		
<ul style="list-style-type: none"> • The number of available tables and chairs corresponds to the number of attending guests indicated on the rental application at time of booking. 		NO CHARGE
Option: 72" Round Banquet Table	Option: 6' Long Banquet Table	
Seats up to 12 people	Seats between 6-8 people	
Padded Chairs	Padded Chairs / Plastic (North Rooms)	
PODIUM		
Floor and tabletop podiums are available upon request prior to the event date.	Number of available podiums is limited.	

EVENT DIAGRAM LAYOUT



Event Diagram (due 30-days prior to event)

- Layout must have prior approval by community center staff.
- No additional set up or changes made on the day of the event.
- **An appointment is required if renter wishes to review the layout process in person.**

SET UP GUIDELINES

- The total number of tables and chairs available to each event are *limited in terms of available resources*.*
- Set up accommodations are dependent upon the other types of set up or bookings happening in the center on the same date.
- Discuss all set up options with staff **prior** to event booking to ensure needs can be met.

ROOM	SF (APPROX)	BANQUET	CLASSROOM	THEATER	CONFERENCE
Full Hall	11,000	750	140	300	--
2/3 Hall	7,200	160-400	200	400	--
1/3 Hall	3,600	150-170	200	800*	--
South ABC	2,700	120	90	200	--
South A or BC	1,350	60	45	100	36
South B or C	675	30	18	30	15
South Flex Patio	--	Patio has seating for 16-20; set up is as is			
North AB	1,050	n/a	24-36	50	30
North A or B	500	n/a	10-12	25	15
East ABCD	1,400	50	32-48	100	30
East AB or CD	700	n/a	16-24	50	15
East A,B,C,D	350	n/a		25	10
East Flex Patio	--	Patio has seating for 20-24; set up is as is			
Senior Center	1,200	Senior Room includes 12 card tables (48 people); set up is as is			
Senior Patio	--	Patio has seating for 16; set up is as is			

GUEST PARKING

Parking is first-come, first served. There are 32 designated spaces (included ADA) immediately surrounding the community center. Additional guests parking is located in the Sam's Club parking lot.