



City of Costa Mesa
Administrative Services Department
Recreation Division

"We create community through people, parks, and programs"

Thank you for your interest in renting the Neighborhood Community Center for your meeting or event.

Our large banquet room (Costa Mesa Room) has a capacity of 400 and a full kitchen is adjacent to the room. Smaller meeting rooms (Fairview, Harper and Paularino Rooms and the Elden and Wilson Alcoves) are also available for rental.

For events centered on a child (quinceanera, baptism, etc.), the City of Costa Mesa prohibits alcoholic beverages. For wedding receptions, both the bride and groom must be over 21. Identification will be checked at the time of processing the contract.

Security guards will be required at all events with 100 or more people, or when alcoholic beverages are being served. It is the patron's responsibility to contract independently for security services.

Our weekday hours are 7:30 a.m. to 11:00 p.m. On Friday and Saturday, we are open 8:00 a.m. to 1:00 a.m., Sunday hours are 8 a.m. to 11 p.m.

Attached with the map to the Neighborhood Community Center, is a schematic of our facility, a description of facility specifics for each room and our current fee schedule.

In order to book your reservation, all rental fees and the damage deposit are payable at the time of booking the room. Estimates for residents and non-residents are attached after the general fee schedule.

An appointment is recommended if you wish to view the large banquet or meeting rooms.

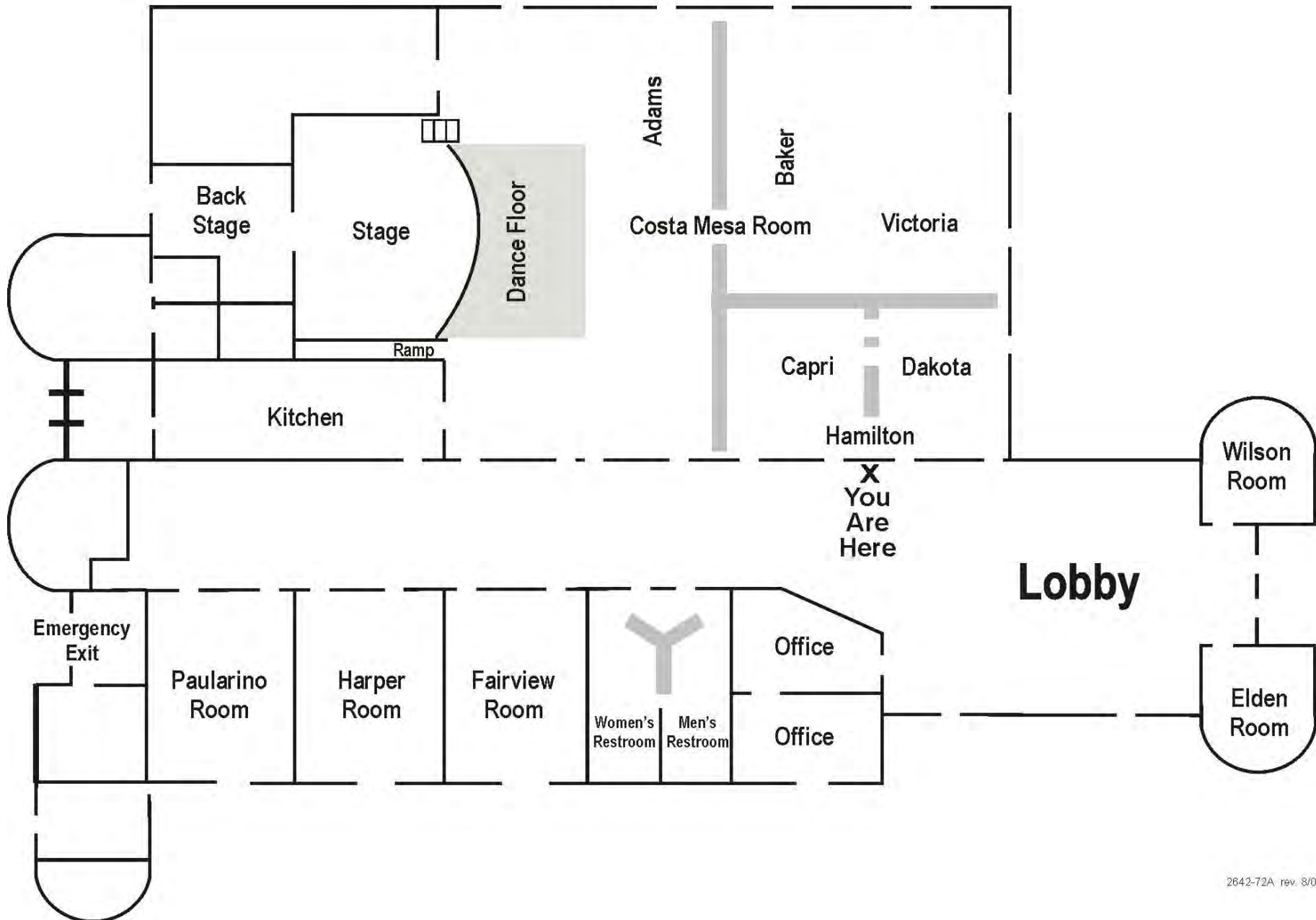
When you are ready to check availability for your meeting or event, please feel free to call (714) 327-7525 any time Monday through Friday, 8:00 a.m. to 5:00 p.m.

NEIGHBORHOOD COMMUNITY CENTER

1845 Park, Costa Mesa, California
(714) 327-7525



City of Costa Mesa
NEIGHBORHOOD COMMUNITY CENTER
1845 Park Avenue, Costa Mesa, CA 92627
(714) 327-7525



*City of Costa Mesa
Recreation Division*

**NEIGHBORHOOD COMMUNITY CENTER
FEE SCHEDULE**

<u>Organization</u>	<u>Facility</u>	<u>Rate</u>
Resident/Non Profit (501 (c) (3) orgs in Costa Mesa - effective weekdays Monday thru Thursday, and Friday before 5:00 pm only)	Costa Mesa Room	\$ 75.00/hour
	Adams	50.00/hour
	Baker	45.00/hour
	Victoria	25.00/hour
	Hamilton	20.00/hour
	Seminar Rooms*	15.00/hour
	Alcoves	10.00/hour

The following rates are effective seven days a week:

Resident/Private	Costa Mesa Room	\$ 125.00/hour
	Adams	105.00/hour
	Baker	85.00/hour
	Victoria	35.00/hour
	Hamilton	30.00/hour
	Seminar Rooms*	25.00/hour
	Alcoves	15.00/hour

Non-Resident/Private	Costa Mesa Room	\$ 175.00/hour
	Adams	155.00/hour
	Baker	135.00/hour
	Victoria	60.00/hour
	Hamilton	55.00/hour
	Seminar Rooms*	50.00/hour
	Alcoves	25.00/hour

Resident/Commercial	Costa Mesa Room	\$ 225.00/hour
	Adams	205.00/hour
	Baker	185.00/hour
	Victoria	95.00/hour
	Hamilton	90.00/hour
	Seminar Rooms*	85.00/hour
	Alcoves	35.00/hour

Non-Resident/Commercial	Costa Mesa Room	\$ 250.00/hour
	Adams	230.00/hour
	Baker	205.00/hour
	Victoria	110.00/hour
	Hamilton	105.00/hour
	Seminar Rooms*	100.00/hour
	Alcoves	40.00/hour

*Seminar Rooms include Fairview, Harper, Paularino, Capri and Dakota

ALL RENTALS ARE MINIMUM TWO HOURS IN LENGTH
--- OVER ---

ADDITIONAL FEES

	<u>Full Kitchen</u>	<u>Partial Kitchen</u>
Resident/Non-Profit (weekday only)	\$25.00/hour	\$15.00/hour
Resident/Private	\$30.00/hour	\$20.00/hour
Non-Resident/Private	\$35.00/hour	\$25.00/hour
Commercial	\$50.00/hour	\$40.00/hour
	<u>Outdoor Patio</u>	<u>Lobby</u>
Resident/Non-Profit (weekday only)	\$10.00/hour	\$10.00/hour
Resident/Private	\$15.00/hour	\$15.00/hour
Non-Resident/Private	\$20.00/hour	\$20.00/hour
Resident/Commercial	\$50.00/hour	\$50.00/hour
Non-Resident/Commercial	\$60.00/hour	\$60.00/hour
Portable Bars		\$ 25.00/each
Alcohol Liability Insurance		\$ 176.15/event
Unauthorized extension of time in facility		\$ 150.00/hour
Transfer of reservation		\$ 20.00/each
Cancellation of reservation		\$ 20.00/each
Easel		\$ 5.00/each
Easel with flip chart		\$ 20.00/each
Additional Microphones		\$ 10.00/each
Microphone Stand		\$ 5.00/each
Lapel Microphone		\$ 25.00/each
Overhead Projector		\$ 15.00/each
Portable Sound System		\$ 50.00/each
Video Projector		\$ 150.00/each
VCR/DVD		\$ 15.00/each
TV - 25"		\$ 15.00/each
TV - 32"		\$ 30.00/each
Coffee Urn	50 cups	\$ 10.00/each
Coffee Urn	100 cup	\$ 20.00/each
Coffee Service	50 cups	\$ 25.00/each
Coffee Service	100 cups	\$ 35.00/each

DEPOSITS

Costa Mesa Room/Adams Room (non-alcoholic events)	\$ 500.00
Victoria Room (non-alcoholic events)	\$ 250.00
Seminar and Hamilton Room (non-alcoholic events)	\$ 100.00
Deposit when alcohol will be served	\$ 750.00
Video Projector	\$ 500.00/event
Lapel Microphone	\$ 100.00/event

There is no charge for the first microphone, podium, chalkboard, easel or screen.

All deposits are in addition to rental fees and are refundable after the rental, provided patron abided by alcohol and beverage rules, is out of the facility on time, clean up has been done properly and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the deposit will be retained.

Any group using the Neighborhood Community Center will be invoiced any additional cost over the deposited amount, for loss or damage to equipment.

All fees subject to change

Revised 1/09

The City of Costa Mesa
NEIGHBORHOOD COMMUNITY CENTER
 1845 Park Avenue
 Costa Mesa, CA 92627

**ALL RENTAL FEES ARE PAID IN FULL AT THE TIME OF RESERVING THE ROOM.
 IN ADDITION, THE CLEANING/DAMAGE DEPOSIT IS DUE AT THE TIME OF
 SIGNING THE CONTRACT**

ESTIMATES FOR LARGE PARTIES

Residents residing in 92626, 92627 and 92628 Costa Mesa zip codes

Wedding Reception, Anniversary Party, Parties with alcohol (200 - 400 guests)

Rental of Costa Mesa Room - average 3pm - 1am - 10 hr. x \$125/hr. =	\$1,250
Kitchen rental, full (use of ovens, burners) 4pm - 6pm, 2 hr. x \$30/hr. =	60
Kitchen rental, partial 6pm - 10pm, 4 hr. x \$20/hr. =	80
Alcohol Insurance Certificate =	177
Rental of bar =	25
Lobby is optional (\$15 per hour)	
Refundable Cleaning/Damage Deposit	<u>750</u>
Payable at signing contract:	\$2,342

Quinceanera, Baptism, parties without alcohol (200 - 400 guests)

Rental of Costa Mesa Room - average 3pm - 1am - 10 hr. x \$125/hr. =	\$1,250
Kitchen rental, full (use of ovens, burners) 4pm - 6pm, 2 hr. x \$30/hr. =	60
Kitchen rental, partial 6pm - 10pm, 4 hr. x \$20/hr. =	80
Lobby is optional (\$15 per hour)	
Refundable Cleaning/Damage Deposit	<u>500</u>
Payable at signing contract:	\$1,890

**This is an estimate only - fees subject to change and patron may designate
 different hours for rental.**

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ALL RENTAL FEES ARE PAID IN FULL AT THE TIME OF RESERVING THE ROOM.
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 SIGNING THE CONTRACT

ESTIMATES FOR LARGE PARTIES
Non-Residents (residing outside of Costa Mesa)

<u>Wedding Reception, Anniversary Party, Parties with alcohol (200 - 400 guests)</u>	
Rental of Costa Mesa Room - average 3pm - 1am - 10 hr. x \$175/hr. =	\$1,750
Kitchen rental, full (use of ovens, burners) 4pm - 6pm, 2 hr. x\$35/hr. =	70
Kitchen rental, partial 6pm - 10pm, 4 hr. x \$25/hr. =	100
Alcohol Insurance Certificate =	177
Rental of bar =	25
Lobby is optional (\$20 per hour)	
Refundable Cleaning/Damage Deposit	<u>750</u>
Payable at signing contract:	\$2,872

<u>Quinceanera, Baptism, parties without alcohol</u>	
Rental of Costa Mesa Room - average 3pm - 1am - 10 hr. x \$175/hr. =	\$1,750
Kitchen rental, full (use of ovens, burners) 4pm - 6pm, 2 hr. x\$35/hr. =	70
Kitchen rental, partial 6pm - 10pm, 4 hr. x \$25/hr. =	100
Lobby is optional (\$20 per hour)	
Refundable Cleaning/Damage Deposit	<u>500</u>
Payable at signing contract:	\$2,420

This is an estimate only - fees subject to change and patron may designate different hours for rental.