

ADDITIONAL AMENITIES & RENTAL REQUIREMENTS

OPTIONAL FOOD & CATERING

If you plan on serving food or drinks, The City requires you to use one of our approved caterers listed below. (Please note, outside food and drinks are prohibited.) Please contact them for menus, pricing and additional information.

Calabasas Country Club

Phone: (818)222-8111 ext.773

Email: sarah@calabasasgolf.com

Atmosphere Events and Catering:

Phone: (310)403-1214

Email: atmosphereevents@yahoo.com

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) and +\$150 (151-225 people)	=\$339.00 =\$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 -10:00pm

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.**

City of Calabasas – Room Rental Policies and Procedures

GENERAL RULES:

1. Smoking is not permitted anywhere in the facility.
2. The City of Calabasas is available for rental Monday - Thursday 8:00am-9:00pm, and Friday – Sunday 8:00am - Midnight..
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 City 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 \$1,000,000. 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.