

CITY OF CALABASAS PARK PERMIT & FACILITY RENTAL RATES

All fees are reviewed and approved by the Calabasas City Council. Rates increase annually each July based on the annual Consumer Price Index (CPI). A 25% Discount available for 501.c.3 Non-profits except when already noted in pricing structure. A copy of IRS Articles of Incorporation required. Rentals with tables, chairs, and equipment based on limited inventory. Maximum capacity based on theatre style seating. Availability listed as “*call to inquire” due to fluctuating schedules and intermittent use of space for programming by the City of Calabasas.

CALABASAS CIVIC CENTER COMPLEX

Refundable Deposits 1 – 75 Guests (Adults and /or Children) \$250.00 76 or More Guests (Adults and /or Children) \$501.00	Standard Application Fees Administrative Fee (Non-Refundable) \$21.00 Processing Fee (Non-Refundable) \$6.00
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Third Party Liability Insurance All customers are required to secure insurance coverage of \$1,000,000 <u>with</u> a separate endorsement page (two pages total) naming the City of Calabasas as additionally insured while on property. Renters may opt out of the City’s third-party program if a certificate with proper endorsement pages is received no less than thirty (30) days prior to the event date.	
Insurance - Facility Rentals with NO Alcohol Number of Guests & Daily Rate 1-100 Guests \$87.00/day 101 or More Guest \$122.00/day	Insurance -Indoor Facility Rentals with Alcohol Number of Guests & Daily Rate 1-150 Guests \$258.00 151 or More Guests \$379.00

Civic Center Amphitheatre and Plaza – 100 and 200 Civic Center Way, Calabasas (located between City Hall & Library)

Outdoor Amphitheatre 300 Civic Center Way (located at back of Calabasas Library)	Max Capacity	Hourly Fees	Min. # of Hours	Hours Available
	150	\$85	Mon – Fri: 2 hours Sat - Sun: 4 hours	Mon – Fri: *Call to inquire Sat - Sun: 8am – 10pm
Outdoor Plaza 100 & 200 Civic Center Way (located between City Hall & Library)	Max Capacity	Hourly Fees	Min. # of Hours	Hours Available
	350	\$102	4 hours	Sat - Sun: 8am – 10pm

Civic Center Founders Hall – 200 Civic Center Way, Calabasas (located at back of Library)

	Max Capacity	Hourly Fees	Min. # of Hours	Hours Available
Founders Hall & Multipurpose Rm Includes: patio, tables & chairs	64 – 220 Depending on configuration	Mon – Fri: \$102 Sat - Sun: \$133	Monday - Friday: 2 hours Sat - Sun: 4 hours	Mon – Fri: *Call to Inquire Sat - Sun: 8am – 10pm
Founders Hall (2/3 partitioned) Includes: patio, tables & chairs	50 – 150 Depending on configuration	Mon – Fri: \$83 Sat - Sun: \$114		Mon – Fri: *Call to Inquire Sat - Sun: 8am – 10pm
Multipurpose Rm (1/3 partitioned) Includes tables & chairs	40 – 50 Depending on configuration	Mon – Fri: \$71 Sat - Sun: \$102		Mon – Fri: *Call to Inquire Sat - Sun: 8am – 10pm

Optional Audio / Visual Add-ons: Projector & screen, podium with mic, wireless lapel mic, or wireless handheld mic \$50 flat rate	Optional Stage Add-ons: 6’ x 8’ \$150 flat rate 12’ x 16’ \$300 flat rate
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Calabasas Senior Center – 300 Civic Center Way, Calabasas

Facility Area	Max Capacity	Resident Hourly Fees	Non-Resident Hourly Fees	Min. # of Hours	Hours Available
Multipurpose Room Includes use of kitchen, tables & chairs	40 – 70 Depending on configuration	Mon – Fri: \$102 Sat - Sun: \$132	Mon – Fri: \$122 Sat - Sun: \$159	Mon – Fri: 2 hours Sat - Sun: 4 hours	Mon – Fri: *Call to Inquire Sat - Sun: 11am – 10pm
Optional Add-ons:	Outdoor Patio - 6 outdoor tables w/ umbrellas, 24 chairs & bbq Resident Hourly Rate: \$102 Non-Resident Hourly Rate: \$122		Audio / Visual: Projector and screen, TV with HDMI port, portable PA with mic. \$50 flat rate		

Facility Care Add-on Fees

Cleaning Fees \$150 cleaning service fee required for facility rentals scheduled outside of posted business hours.	Attendant Fees Attendants required for rentals scheduled outside of posted business hours and /or events with greater than 75 guests \$51 per hour / per attendant	Security Fees Security required for facility rentals with alcohol and/or events with greater than 75 guests 75 guests/no alcohol: \$40 per hr / 4 hrs minimum 75 guests with alcohol: \$80 per hr / 4 hrs minimum \$40 per hr for additional guests (1 to 75)
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