

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 COMMUNITY CENTER

27040 Malibu Hills Rd., Calabasas 91301

Refundable Deposits				Standard Application Fees		
1 – 75 Guests (Adults and /or Children) \$250.00 76 or More Guests (Adults and /or Children) \$501.00				Administrative Fee (Non-Refundable) \$21.00 Processing Fee (Non-Refundable) \$6.00		
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				Insurance - Indoor Facility Rentals with Alcohol		
Number of Guests & Daily Rate				Number of Guests & Daily Rate		
1-100 Guests \$87.00/day				1-150 Guests \$258.00		
101 or More Guest \$122.00/day				151 or More Guests \$379.00		
	Day(s)	Hours Available	Max Capacity	Private Rental Hourly Fee / Min. # Hours	Commercial Rental Hourly Fee / Min. # Hours	Non-Profit Rental Hourly Fee / Min. # Hours
Sycamore Room (Includes tables & chairs)	Monday – Thursdays Hourly Rate	*Call to Inquire	90	\$82/hr - 3 hours minimum	\$113 /hr - 3 hours minimum	\$62/hr - 2 hours minimum
	Fridays Half Day Only	3pm – 11pm		\$569 flat rate	\$672.50 flat rate	\$517 flat rate
	Saturdays or Sundays Full Day Only	8am – 11pm		\$1,759 flat rate	\$2,069 flat rate	\$1,552 flat rate
Walnut Room (Includes tables & chairs)	Mondays – Thursdays Hourly Rate	*Call to Inquire	85	\$67 /hr - 3 hours minimum	\$93 /hr - 3 hours minimum	\$51 /hr - 2 hours minimum
	Fridays Half Day Only	3pm – 11pm		\$465.50 flat rate	\$556 flat rate	\$426.50 flat rate
	Saturdays or Sundays Full Day Only	8am – 11pm		\$1,448 flat rate	\$1,707 flat rate	\$1,293 flat rate
Valley Oak (Includes kitchen, tables & chairs)	Mondays – Thursdays Hourly Rate	*Call to Inquire	130	\$103/hr - 3 hours minimum	\$144 /hr - 3 hours minimum	\$77 /hr - 2 hours minimum
	Fridays Half Day Only	3pm – 11pm		\$685.50 flat rate	\$840.50 flat rate	\$646.50 flat rate
	Saturdays or Sundays Full Day Only	8am – 11pm		\$2,225 flat rate	\$2,587 flat rate	\$1,966 flat rate
Patio	Daily	*Call to Inquire	50	\$87 / hour	\$87 / hour	\$87 / hour
Optional Audio / Visual Add-ons: Video Screens, podium with mic, wireless lapel mic, or wireless handheld mic \$50 flat rate						
Optional Stage Add-ons: 6’ x 8’ \$50 flat rate / 12’ x 16’ \$100 flat rate / 18’ x 24’ \$150 flat rate						
THE “GROVE” FULL BANQUET HALL (Includes tables, chairs, patio, warming kitchen, stage, & AV equip.)	Monday – Thursdays Hourly Rate	*Call to Inquire	300	\$206/hr - 3 hours minimum	\$284/hr - 3 hours minimum	\$155/hr - 2 hours minimum
	Fridays Half Day Only	3pm – 11pm		\$1,422.50 flat rate	\$1,681.50 flat rate	\$1,293.50 flat rate
	Saturdays - Sundays Full Day Only	8am – 11pm		\$4,398 flat rate	\$5,174 flat rate	\$3,880 flat rate
NOTE: the Sycamore, Walnut, and Valley Oak Rooms may be rented individually on weekdays only or when the full hall (“Grove”) has not been reserved within 60 days of the event date.						
Manzanita Room Activity Studio (Includes tables & chairs)	Monday - Sunday	*Call to Inquire	50	\$77 / hr - 3 hours minimum.		
Gymnasium	Sat. & Sun. Only	6pm – 10pm		Half Court: \$175.00 per hour – 2 hour minimum Full Court: 232.00 per hour – 2 hour minimum		
Facility Care Add-on Fees						
Cleaning Fees		Attendant Fees		Security Fees		
Add'l fees required for rentals scheduled outside of posted business hours and /or events with greater than 75 guests. \$155 for individual rooms / \$258 for Valley Oak & The Grove Full Banquet Hall		Attendants required for rentals scheduled outside of posted business hours and /or events with greater than 75 guests. \$51 per hour / per attendant		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 Add'l officers required after 75 guests / \$40 per hr		