

City of Costa Mesa Parks and Community Services Department FACILITY RENTAL APPLICATION • SINGLE USE

Permit #

This application is NOT a permit. Dates and times are not guaranteed until you receive your rental permit from the City. Refundable deposit and application submittal must be received at the time of booking. For additional information, please contact the city at (714) 327-7576.

Please type or print clearly.

	Contact In	formation		
Name		Company/Organization (if applicable)		
Address		City	State	Zip
Primary Phone		Secondary Phone		
Email				
Non-Profit	Yes; Active 501(c)(3) Letter is required for verification	IRS Non-Profit Number		
	Event Inf	ormation		
1. Purpose of event:				
2. Expected attendar	nce:			
3. Is the event in hor		□ Yes	🗆 No	
If yes, the name of	of the honored guest is:			
4. Is the event in hor	nor of someone under the legal drinking	; age of 21 years? 🛛 Yes	🗆 No	
5. Will food or bever	ages be served at your event?	□ Yes	🗌 No (If	no, please skip to number 6.)
a. What kind of f	ood will be served?			
b. Will there be a	caterer on site?	□ Yes	🗆 No	
Name of caterer	(if applicable):			
c. Will alcohol be	served?	□ Yes	🗆 No	
d. Will alcohol be	sold?	\Box Yes	🗆 No	
6. Will this event req	uire use of the kitchen?	\Box Yes	🗆 No	
7. Will there be live,	amplified music?	\Box Yes	🗆 No	
a. 8. Will there	be a DJ?	□ Yes	🗆 No	
9. Will the event hav	e admission or participation fees for att	endees? 🛛 Yes	🗆 No	
10. Will any merchar	ndise be sold? (if yes, further information may be	required)	🗆 No	
11. Will anything be	delivered to the facility?	□ Yes	🗆 No	
12. Is the event oper	n to the public?	□ Yes	🗆 No	
12. Are you bringing	any additional equipment?	□ Yes	🗆 No	
If yes, please des	scribe:			

City of Costa Mesa • Parks and Community Services Department FACILITY RENTAL APPLICATION • SINGLE USE

Facility Hours: Monday - Friday 8 a.m. - 10 p.m.; Friday - Saturday 8 a.m. - 12 a.m.; Sunday CLOSED

Rental Dates										
Room Name/			Time in	Event Start	Event End	Time out	Office Use Only		ıly	
Equipment Rental	Date	Day	Includes	Time	Time	Includes teardown time.		Total	Rate/	
			set-up time.	_	_		Hours	Hour	Fees	
								Subtotal		
Deposit Amount										
Grand Total										

Designation of Contact

I hereby authorize those listed below as authorized agents to sign-in for said event in my absence. I still assume responsibility for all happenings at event. I will give those named below a copy of the *Facility Rules and Regulations* so they are aware of all facility rules prior to arrival. Picture ID may be required at check in.

List of Authorized Agents

Contact #1	Phone
Contact #2	Phone
Contact #3	Phone
OR	

I do not allow any other contact to sign in/out of the event. I will be the only authorized agent for the event.

Waiver

I, the undersigned, do hereby agree to indemnify and hold harmless the City of Costa Mesa, and any of its officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the *Facility Rules and Regulations* governing the facility as set forth by the City of Costa Mesa. Said patron will accept all responsibility for any damage to premises, furniture, equipment, or grounds resulting from use of facility. Damage done to the facility or failure to adhere to stated rules and policies may result in prohibiting of the following: future rentals to renter, future similar events, and/or future similar event types.

Print Name	Signature				Date				
FOR OFFICE USE ONLY									
Rental Application	Deposit	Non-Profit	🗆 Yes	□ 501(c)(3) Received		Caterer	□ Yes	🗆 Info	Insurance
Approved Denied	□ Rules/Regulations	Deposit \$			R#		CSR#		
Department Approval	Designation Contact	Remaining Ba	lance						
Date	□ Set-Up Diagram	Final Paymen	t Due Date						

Facility and Rentable Rooms Norma Hertzog Community Center – 1845 Park Ave, Costa Mesa, CA 92627 ERTZOG COMMUNITY CENTR

Costa Mesa Room

The Costa Mesa Room is the main assembly room of the Norma Hertzog Community Center. It features a central stage with a podium, an all-new integrated AV system, and an optional dance floor. The room seats 300 people theater-style or 192 people banquet-style. It has direct access to the kitchen, as well as the Capri Courtyard.

Fairview Room

The Fairview Room is a small conference room. It features an integrated AV system, as well as a podium. It can seat 50 people theater-style or 48 people banquet style. **Please note:** It can only be rented in addition to the Costa Mesa Room. **Capri Courtyard**

The Capri Courtyard is a lovely outdoor area complete with patio tables and chairs and features an array of foliage. It has a capacity of 44 people. Please note: The Capri Courtyard can only be rented in addition to the Costa Mesa Room.

Lions Park Event Lawn

The Lions Park Event Lawn is a beautiful, large open space just outside the Norma Hertzog Community Center. It contains a central stage, outdoor power outlets, and plenty of pleasing greenery. Please note: This lawn is only rentable in addition to the Costa Mesa Room and is only rentable for a total of 4 hours, including the time needed for set-up and breakdown. It has limited availability due to use for City events and seasonal availability. Applicant is responsible for providing all equipment for the rental in addition to set-up and breakdown. All Costa Mesa Municipal Codes are applicable to lawn rentals. Additional permits may be required depending on the requested set up. Event lawn map and equipment list must be provided 60 days prior to the event.

Kitchen

The Kitchen features an industrial refrigerator, freezer, and icemaker. It also includes the optional use of a portable bar. Please note: The kitchen must be used if alcohol or catering is present at the event.

Rentable Equipment and Other Amenities						
EQUIPMENT AND AMENITIES COST						
Disserve	Handheld Mic - \$10 each					
Microphone	Lapel Mic - \$30					
Microphone Stand	Included in Rental Fees					
Portable Dance Floor	Included in Rental Fees					
Portable Bar	Included in Rental Fees					

City of Costa Mesa • Parks and Community Services Department FACILITY RENTAL APPLICATION • SINGLE USE

Easel	\$10/each easel
Coffee Service	50 cups - \$35 100 cups - \$45

Fee Schedule

Norma Hertzog Community Center – 1845 Park Ave, Costa Mesa, CA 92627

ROOMS	DEPOSIT (Refundable)	NON- PROFIT/ RESIDENT	RESIDENT/ PRIVATE	NON- RESIDENT/ PRIVATE	COMMERCIAL RESIDENT	COMMERCIAL NON- RESIDENT
Costa Mesa Room	<u>No Alcohol</u> - \$500 <u>With Alcohol</u> - \$750	\$80/hr	\$130/hr	\$180/hr	\$230/hr	\$255/hr
Fairview Room	\$100	\$25/hr	\$30/hr	\$55/hr	\$90/hr	\$105/hr
Capri Courtyard	\$100	\$25/hr	\$30/hr	\$55/hr	\$90/hr	\$105/hr
Lions Park Event Lawn	\$500	\$80/hr	\$130/hr	\$180/hr	\$230/hr	\$255/hr
Kitchen	N/A	\$45 Flat Fee	\$45 Flat Fee	\$45 Flat Fee	\$45 Flat Fee	\$45 Flat Fee

Facility and Rentable Rooms

Balearic Community Center – 1975 Balearic Drive, Costa Mesa, CA 92626



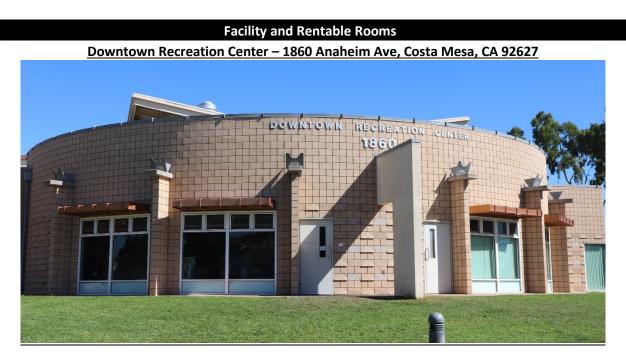
Adobe Room

The Adobe Room is perfect for meetings and receptions of up to 100 people theater-style and 84 people banquet-style. It features full laminate flooring. **Please note:** The Adobe Room may have limited availability during the Summer due to use of the rooms by the City's Day Camp and ROCKS programs.

Rentable Equipment and Other Amenities						
EQUIPMENT AND AMENITIES	COST					
TV	\$20					
DVD Player	\$20					
Portable PA System	\$55					

Fee Schedule								
ROOMS	DEPOSIT (Refundable)	NON-PROFIT/ RESIDENT	RESIDENT/ PRIVATE	NON- RESIDENT/ PRIVATE	COMMERCIAL RESIDENT	COMMERCIAL NON- RESIDENT		
Adobe Room	\$250	\$35/hr	\$57/hr	\$85/hr	\$95/hr	\$140/hr		

City of Costa Mesa • Parks and Community Services Department FACILITY RENTAL APPLICATION • SINGLE USE



Indoor Gym

The Indoor Gym is perfect for a variety of sports events and competitions. It features 4 rows of bleachers, as well as six basketball backboards and can be broken down into 2 courts if needed. **Please note:** The gym may have limited availability due to room usage by the City's recreational programs.

MPR

The Multi-Purpose room can be used for smaller meetings. **Please note:** This room may have limited availability due to room usage by the City's Teen Program.

Fee Schedule									
ROOMS	DEPOSIT (Refundable)	NON- PROFIT/ RESIDENT	RESIDENT/ PRIVATE	NON- RESIDENT/ PRIVATE	COMMERCIAL RESIDENT	COMMERCIAL NON- RESIDENT			
Indoor Gym	\$250	\$40/hr	\$70/hr	\$80/hr	\$95/hr	\$125/hr			
MPR	\$250	\$30/hr	\$45/hr	\$55/hr	\$95/hr	\$140/hr			