



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 Information

Name _____	Company/Organization (if applicable) _____
Address _____	City _____ State _____ Zip _____
Primary Phone _____	Secondary Phone _____
Email _____	
Non-Profit <input type="checkbox"/> No <input type="checkbox"/> Yes; Active 501(c)(3)	Letter is required for verification <input type="checkbox"/> Yes <input type="checkbox"/> No
IRS Non-Profit Number _____	

Event Information

1. Purpose of event: _____
2. Expected attendance: _____
3. Is the event in honor of someone? Yes No
 If yes, the name of the honored guest is: _____
4. Is the event in honor of someone under the legal drinking age of 21 years? Yes No
5. Will food or beverages be served at your event? Yes No *(If no, please skip to number 6.)*
 - a. What kind of food 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? Yes No
6. Will this event require use of the kitchen? Yes No
7. Will there be live, amplified music? Yes No
 - a. 8. Will there be a DJ? Yes No
9. Will the event have admission or participation fees for attendees? Yes No
10. Will any merchandise be sold? *(if yes, further information may be required)* Yes No
11. Will anything be delivered to the facility? Yes No
12. Is the event open to the public? Yes No
12. Are you bringing any additional equipment? Yes No
 If yes, please describe: _____

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Facility and Rentable Rooms

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



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
Microphone	Handheld Mic - \$10 each Lapel Mic - \$30
Microphone Stand	Included in Rental Fees
Portable Dance Floor	Included in Rental Fees
Portable Bar	Included in Rental Fees

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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

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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

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Facility and Rentable Rooms

Downtown Recreation Center – 1860 Anaheim Ave, Costa Mesa, CA 92627



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