



City of Costa Mesa  
Parks and Community Services Department  
**FACILITY RENTAL APPLICATION • ONGOING 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 note:** Recurring rentals are limited to 12 rentals in a 12 month period. The sole exceptions are youth sports clinics in the gymnasium.

Please type or print clearly.

**Contact Information**

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

**Event Information**

1. Purpose of event: \_\_\_\_\_
2. Expected attendance: \_\_\_\_\_
3. Will food or beverages be served at your event?  Yes     No
- If no, please skip to number 4.*
- a. What kind of food will be served?
- b. Will there be a caterer on site?  Yes     No
- b. Will alcohol be served or sold?  Yes     No
4. Will this event require the use of the kitchen?  Yes     No
5. Will there be live, amplified music?  Yes     No
6. Will there be a DJ?  Yes     No
7. Will the event have fees for attendees, visitors, or vendors?  Yes     No
8. Will any merchandise be sold? (if yes, further information may be required)  Yes     No
9. Will anything be delivered to the facility?  Yes     No
10. Is the event open to the public?  Yes     No
11. Are you bringing any additional equipment?  Yes     No

If yes, please describe: \_\_\_\_\_

**\*Please note for ongoing facility rentals, the event information must remain the same throughout the entirety of the rental period. Any deviations from the approved rental may be grounds for agreement/permit termination.**

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

**Rental Dates**

Note: If you have multiple requests that span different start/end times, please attach a separate sheet that lists dates, start and time ends, and requested rooms, if known.

Room(s) Requested \_\_\_\_\_

**Day(s)/Dates**

JAN _____	JUL _____
FEB _____	AUG _____
MAR _____	SEP _____
APR _____	OCT _____
MAY _____	NOV _____
JUN _____	DEC _____

Time In (Includes set-up time)	Event Start	Event End	Time Out (Includes clean-up time)

**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	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Department Approval	_____		
Date	_____		
Calendar Year	_____	Non-Profit	<input type="checkbox"/> Yes <input type="checkbox"/> 501(c)(3) Received
<input type="checkbox"/> Deposit on File	<input type="checkbox"/> New Deposit \$ _____	R# _____	CSR# _____
Total Fees \$ _____	<input type="checkbox"/> Full Payment	<input type="checkbox"/> Quarterly Payment	

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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.

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**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
<b>Costa Mesa Room</b>	<u>No Alcohol</u> - \$500 <u>With Alcohol</u> - \$750	\$80/hr	\$130/hr	\$180/hr	\$230/hr	\$255/hr
<b>Fairview Room</b>	\$100	\$25/hr	\$30/hr	\$55/hr	\$90/hr	\$105/hr
<b>Capri Courtyard</b>	\$100	\$25/hr	\$30/hr	\$55/hr	\$90/hr	\$105/hr
<b>Lions Park Event Lawn</b>	\$500	\$80/hr	\$130/hr	\$180/hr	\$230/hr	\$255/hr
<b>Kitchen</b>	N/A	\$45 Flat Fee	\$45 Flat Fee	\$45 Flat Fee	\$45 Flat Fee	\$45 Flat Fee

**Rentable Equipment and Other Amenities**

EQUIPMENT AND AMENITIES	COST
<b>Microphone</b>	Handheld Mic - \$10 each Lapel Mic - \$30 each
<b>Microphone Stand</b>	Included in Rental Fees
<b>Portable Dance Floor</b>	Included in Rental Fees
<b>Portable Bar</b>	Included in Rental Fees
<b>Easel</b>	\$10/each easel
<b>Coffee Service</b>	50 cups - \$35 100 cups - \$45

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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.

**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

**Rentable Equipment and Other Amenities**

EQUIPMENT AND AMENITIES	COST
TV	\$20
DVD Player	\$20
Portable PA System	\$55

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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
<b>Indoor Gym</b>	\$250	\$40/hr	\$70/hr	\$80/hr	\$95/hr	\$125/hr
<b>MPR</b>	\$250	\$30/hr	\$45/hr	\$55/hr	\$95/hr	\$140/hr