

COMMUNITY CENTER DESCRIPTION

The Alta Vista Community Center includes a 2,000 square foot multi-purpose room, which features wood floors, high ceilings, a panoramic view of the park and an adjacent patio. It accommodates 125 people for meetings or 110 people for dining. Also available for rental is a kitchen with sink, refrigerator, microwave oven and stovetop/oven, twelve, 6' banquet tables, thirteen 60" round tables and 120 chairs. Visit our website for more information: www.redondo.org/depts/recreation/facilities/alta_vista_community_center.asp

RESERVATIONS GUIDELINES

Reservations must be made by persons 21 years of age or older with a photo ID. Reservations can be made no more than six months in advance. **Reservations must be paid in full at time of application including hours allotted for set-up, decorating and clean-up. Parties may enter the Community Room no more than 15 minutes prior to their reservation time.** Reservations do not include grass field, play equipment, or surrounding picnic tables. Personal barbecues are not permitted in the facility or the adjacent areas.

Consumption and sale of alcohol is allowed in the Community Center only with the appropriate Alcohol Beverage Control Permit (if applicable) and Insurance. Contact Alta Vista staff for information on obtaining the required permits and insurance.

COMMUNITY CENTER RESERVATION FEES

Below are the rental fees for the Alta Vista Community Center. Note the following:

- There is a 3 hour minimum for all rentals. If your event continues beyond your scheduled reservation time, you will be charged for the additional time and after-hours staffing, if applicable.
- Non-Profit organizations are restricted to non-recurring Board meetings of no more than 3 hours. Non-profit organizations may only reserve the facilities at the rates below twice in a twelve month period. Proof of non-profit status is required. The deposit check, payment check, & name of organization must correspond. NO EXCEPTIONS.

Community Center Fees	Private Parties and Organizations	Government Agencies and Non-Profits
Multi-Purpose Room	\$100.00/hr.	No Fee
Kitchen	\$50.00 flat fee	\$50.00 flat fee
Set-up/Takedown of Tables & Chairs	\$50.00 flat fee	\$50.00 flat fee
Maintenance Fee (non-refundable)	\$50.00 flat fee	\$50.00 flat fee
Refundable Cleaning/Damage Deposit	\$100.00	\$100.00
After Hours Fees- To cover cost of after-hours staffing	\$140.00/hr. before 8 am and after 10 pm weekdays or before 8 am and after 8 pm on weekends	\$140.00/hr. before 8 am and after 10 pm weekdays or before 8 am and after 8 pm on weekends

PICNIC SHELTER DESCRIPTION

The picnic shelter includes five tables, a deep sink. The shelter will accommodate 35 people. Alcohol use is prohibited. Please check in with staff upon arrival and prior to departure.

Picnic Shelter Fees	Fees
3 Hour minimum	\$50.00
Bounce House Permit	\$25.00 flat fee
Refundable Cleaning/Damage Deposit	\$100.00

Applicant's Responsibilities:

Multi-Purpose Room	Food Serving Areas	Picnic Shelter
<ul style="list-style-type: none"> ✓ Close all doors and lock windows, including kitchen window. ✓ Pick up trash and empty all barrels into trash bins located at the northeast corner. ✓ Everything brought into the facility, including rented furniture and equipment is to be removed at the time of your departure. The City of Redondo Beach is not responsible for the safekeeping of any property left behind. ✓ Complete form entitled "User's Cleaning Responsibilities" and accompany attendant on walk-through prior to return of cleaning deposit 	<ul style="list-style-type: none"> ✓ Empty all trash barrels. ✓ Serving areas must be cleaned thoroughly after each use. Do not leave food or other items in refrigerator or cabinets. ✓ Kitchen may be used only for food warming 	<ul style="list-style-type: none"> ✓ Pick up trash and empty barrels into large trash bins located outside Community Center at the northeast corner. ✓ Charcoal or propane-fueled barbecues may not be brought into facility.



ALTA VISTA COMMUNITY CENTER

715 Julia Avenue | Redondo Beach, CA 90277 | (310) 318-0670

- The person responsible for the event should check in with the site staff person at the beginning and again at the end of the event to inspect the facility.
- Please notify the office (310-318-0670) of any breakage, equipment malfunction, or other problems with the building or outside area.
- Use only flame proof decoration. Candles and open flames are not permitted.
- All decoration must be removed at event's conclusion.
- **Failure to comply with "Users Cleaning Responsibilities" will result in the loss of the cleaning deposit.**
- City property and equipment is to be handled with care and may not be removed from the site.
- No City property can be modified by applicant.
- The initial fee is refundable upon written request at least seven days prior to the date of the reservation. An administrative fee of \$25 will be deducted from all refund requests.
- Community Center must be vacated by midnight in consideration of the residential neighborhood around the park.
- Advertising or promotion to the general public of private parties held at the Alta Vista site is prohibited.
- All guests, caterers, deejays, etc. must be out of the site by the indicated closing time or an overtime fee will be charged.
- Alcohol consumption is strictly prohibited in the Picnic Area.
- Smoking is prohibited at the site at all times (Ordinance No. 3029-08)
- Anyone using the Community Center or Picnic Area must keep party members in the building or in the south area. No activity is permitted around, on or near the tennis courts.
- Parents are responsible for supervising the activities of their children.
- Skateboards, scooter, bicycles and rollerblades are prohibited at the site.
- Extended reservation privileges are not assured beyond the times stated on the application. Applications are subject to cancellation at any time.
- The Community Services Department reserves the right to reject any event which in its judgment, would over extend the site's capability and/or be detrimental to the public safety and welfare.

Waiver and Release of Liability

To the fullest extent permitted by law, I the undersigned, on behalf of myself or the named organization below, shall indemnify, defend and hold harmless the City of Redondo Beach and its officers, employees, elected & appointed officials and volunteers from any and all claims, damages, losses and expenses including without limitation attorney's fees and costs and expert witness fees, arising out of the use of this site. I certify that the information on this application is true and complete to the best of my knowledge. I agree to abide by and enforce the rules governing the facility and agree to accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from the use of the facility.

Print Name

Signature

Date
