

OAK PARK COMMUNITY CENTER
1000 KANAN ROAD, OAK PARK. CA 91377 / (818) 865-9304

BUENA VISTA ROOM

Non-Resident
Facility Use Fee Schedule

FRIDAY & SUNDAY (6-hour reservation period)			SATURDAY (8-hour reservation period)		
1-150 people	NO Alcohol	\$872.25	1-150 people	NO Alcohol	\$1098.75
1-150 people	w/Alcohol	\$1396.25*	1-150 people	w/Alcohol	\$1700.75*
ALL fees include: the full room, patio, kitchen, tables & chairs as well as set-up and break-down of the tables & chairs.					

ADDITIONAL FEES

Dance Floor	\$150
Garden Pavilion	\$325 (outside chairs not included)
Additional Hours	\$86.25/hr

***SECURITY**

Security is not included in the Facility Use Fees listed above. Any event that has alcohol will be provided with Park District Security at **\$39 per guard per hour**. The number of security guards and hours needed for the event will be at the discretion of the Supervisor.

EVENT HOURS

- **Friday & Saturday:** *No* event is permitted past **midnight** & alcohol may only be served until **10:00 p.m.**
- **Sunday:** *No* event is permitted past **10:00 pm** & alcohol may only be served until **8:00 p.m.**
- Reservation periods are consecutive hours. Event preparation, decorating and clean-up time is included in reservation periods indicated.
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Evidence of appropriate Liability Insurance Coverage is required for all facility reservations that include alcohol and caterers. Insurance may be provided by the event holder or purchased through the Park District at an additional fee.

A conditional, refundable deposit is added to each permit. A minimum **\$300.00** deposit will be added to all events where alcohol is being served. Monies may be withheld if necessary, to assess for damage, loss, clean-up, additional staff time, facility costs, etc. Deposit will be refunded 2-3 weeks after the event if conditions were met.

Reservations are taken on a first-come basis, a minimum of four weeks, maximum of twelve months in advance. Reservation requests are accepted by phone or email, however, to secure an event date an application and payment of a 25% reservation deposit must be done by appointment only. The remaining balance thereafter is due 45 days prior to the event date.

CANCELLATION FEE

A fee will be assessed from the initial deposit for any reservation that is cancelled.

The cancellation fee schedule is as follows:

- 45 days or more prior to the event date are assessed **25%** of the room reservation fee
- Less than 45 days prior to the event date are assessed **50%** of the room reservation fee

All fees are subject to change