

# Civic Center - Morris B. Vance Community Room (Vista City Hall):

200 Civic Center Dr., Vista, CA 92084 ★Indoor facility with patios

Maximum Capacity: 200 dining

## Rental Information for Social Function:

(760) 726-1340 ext. 1575 or 1571



Rental Fee (Vista Resident) **\$204/ hour**

Rental Fee (Non- Resident) **\$270/ hour**

Decorating Time Fee (Resident) **\$102/ hour**

Decorating Time Fee (Non-Res.) **\$135/ hour**

➔**Please Note:** Renter is responsible for decorating for their event and removal of personal/rental property immediately following event

Kitchen Staff Fee (See Note➔) **\$25/ hour**

Fee applies if caterer needs to use or have access to the commercial kitchen

Kitchen Cleaning Fee **\$61**

Fee applies if caterer needs to use or have access to the commercial kitchen

Beer & Wine Permit **\$100**

Beer, Wine & Champagne Only (No kegs allowed)

Security Guard **\$25/hour**

See below for more information

Insurance Fee **\$150**

Amount can vary due to type of event

Event Set-Up Fee(See Note➔) **\$40**

Renter will supply City with plot plan and City will set up tables/chairs

Cleaning (Includes Carpet) **\$144**

This applies to all groups using the room

Refundable Security Deposit **\$500**

Refundable Caterers' Deposit **\$500**

➔**Please Note:** Caterers' Deposit is required if renter needs to use or have access to the commercial kitchen along with City staff

### Security Guard Information:

- Security guard services are provided by the City of Vista through a private company. Applicants are charged the contractor based fee which can fluctuate.
- An event with beer &/or wine must have 1 guard per 100 people for the entire time of the event plus an additional ½ hour before event begins and ½ hour after event ends. Without beer &/or wine, events with over 150 people require one security guard. The number of guards required is at the discretion of the city and its officers.

### Tables and Chairs:

- 21- 72" Round Tables
- 28 - 4' x 6' Rectangular Tables
- 200 Chairs

**Music:** Live music and DJ permitted in this facility.

### Caterer Information:

- Events must be catered by a licensed caterer with a City of Vista Business License.
- A separate \$500 security deposit is required to gain access to the kitchen. There is also an additional staff fee of \$25 hour that is charged for any time the renter reserves the kitchen as well as the kitchen cleaning fee of \$61.00. This is not refundable.
- There will be a checklist supplied that shows what the caterer is responsible for and what the cleaning company is responsible for. The kitchen staff will provide this information. It will also be included in the rental agreement.

### Cleaning Information:

- A 'Facility Use Checklist' is required and is signed prior to the event by renter and City staff to verify renter's event responsibility. Post-event walk through and signature required at end of the event by both renter and City staff to check that the renter met their responsibilities and did not exceed the time limits on their permit.
- The cleaning company is responsible for sweeping, mopping, vacuuming, taking out the trash at the end of the party and putting away tables and chairs. Renter is responsible for all items brought into the facility including trash and recycling which must be placed in the appropriate receptacle.
  - All decorations must be removed and either thrown away or taken from the facility. Nothing can be hung on the walls or the windows. Only stand-alone decorations are allowed.

### Reservation Requirements

- 50% of the basic rental fee is required to hold a date.
- Checks are made payable to the City of Vista
- Security Deposit and final payment are due 30 days prior to the date of event.
  - Security Deposit needs to be on a separate check or will be charged separately on a credit card and will be refunded as long as the terms of the Facility Use Agreement and Facility Use Contract are followed.

### Cancellation Policy

If a cancellation is made 90 days prior to the event, 50% of the booking fee will be refunded. If a cancellation is made less than 90 days prior to the event, the City of Vista will retain the entire booking fee.

***This is some basic facility information and does not include all details. There is a Facility Use Agreement that provides more specific facility information and must be signed with the Facility Use Contract. The agreement will outline all renter responsibilities when using a City of Vista building.***

- Renter is responsible for removal of personal property & rental equipment immediately following the event.
- No throwing of rice, birdseed, confetti or anything of this nature allowed.
- Permits shall be issued only to responsible adults at least 21 years of age who shall remain in attendance at the function for which the reservation is made.
- All groups are responsible for controlling noise that would be disturbing other activities or surrounding neighborhood.
- Permit holder is responsible for all guests in attendance and children must be supervised at all times.
- A 24 hour hold may be placed on a facility without a deposit.

***All events must end by 10:00pm; renter has until 11:00pm to clear out of the facility.***