



RECREATION & SENIOR SERVICES DEPARTMENT RESERVATION REQUEST

This reservation contract is issued in accordance with the policies outlined on the following page as established by the City Council, Parks, Beaches & Recreation Commission, and the Recreation & Senior Services Director. Please add any necessary additional information. All reservation forms must be signed and returned along with fees and deposits before consideration of use approval. **SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.** Facility Reservations require a minimum of **10** working days to be processed. Please read the *Facility Use Regulations* before completing this form.

Reservation Issued To: _____

Organization: _____ President/Chairperson: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Business Phone: _____ Cell Phone: _____

Email: _____ Fax: _____ Emergency Contact: _____

Reservation Date: _____ Day of Week: _____ Time: _____ to _____

Facility and Room Selection

Newport Coast OASIS CYC Other Facility/Park _____

Room Name / Number or Specific Area _____

NOTE: At this time there are no recurring rentals available.

Description of Event: _____

Please list any planned activities: _____

Will there be amplified sound? Yes / No If yes, describe _____

Bounce House or Gymnastics Groups? Yes / No Company Name: _____

Please note that the City of Newport Beach requires that any provider of Bounce Houses, Play Structures, Gymnastics Activities, Bungee Jumps, or similar play activities must have current certified insurance documents on file with the Recreation & Senior Services Department. No park use permit will be issued for such activities until the insurance requirement is met. (Train rides, Pony Rides, and Petting Zoos are NOT PERMITTED)

Estimated Attendance: _____ % of Participants Live in City: _____ Open to Public? _____

Will the facility be used for raising money? Yes / No

If Yes, what will the net proceeds be used for? _____

Will a catering service be used? Yes / No Company Name, Address, and Phone: _____

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify and hold harmless the Director of the Recreation and Senior Services Department, its personnel, the City of Newport Beach, and any of their 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 Rules, Regulations and Policies governing the facility as set forth by the City Council, Parks, Beaches and Recreation Commission and Recreation & Senior Services Department. Said organization will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility. **IN THE EVENT OF FACILITY CANCELLATION BY THE GROUP/PERSONS, A MINIMUM SERVICE FEE WILL BE CHARGED – PLEASE SEE FEES ON RESERVATION FEES FORM. IF THE INITIAL PAYMENT WAS MADE BY CHECK, A PHOTO COPY OF THE CANCELLED CHECK IS REQUIRED BY THE RECREATION & SENIOR SERVICES DEPARTMENT IN ORDER TO PROCESS A REFUND.**

I, the undersigned, have read the above statements and the Facility Use Regulations form, and understand them fully.

Applicant Signature: _____ Date: _____

Department Signature: _____ Date: _____

Name on Credit Card: _____

Method of Payment: [] Cash [] Check [] Credit Card

Credit Card # _____ Exp. Date _____ Check one: [] Visa [] MC [] AMEX

*** FOR OFFICE USE ONLY ***

Fee Required - Yes: _____ No: _____

AMOUNT

Room/Patio/Stage Rental: _____ \$ _____

Security Guards: _____ \$ _____

Equipment Fees: _____ \$ _____

\$5 Admin Fee _____ \$ _____

TOTAL FEES: \$ _____

SECURITY DEPOSIT (on file) \$ Check # ___ Card # _____ Exp Date _____

**RECREATION & SENIOR SERVICES DEPARTMENT
FACILITY RESERVATIONS CONTACT LIST**

RECREATION PARKS AND FACILITIES

3300 Newport Blvd – Newport Beach, CA 92663

Phone: (949) 644-3151 * FAX: (949) 644-3155

Contact: Matt Dingwall or Jessica Battioli

NEWPORT COAST COMMUNITY CENTER

6401 San Joaquin Hills Rd - Newport Coast, CA 92657

Phone: (949) 270-8100 * FAX: (949) 721-1627

Contact: Melissa Gleason

COMMUNITY YOUTH CENTER

3000 5th Ave – Corona del Mar, CA 92625

Phone: (949) 644-3165 * FAX: (949) 721-1326

Contact: Kerran Lakin

OASIS SENIOR CENTER

800 Marguerite Ave – Corona del Mar, CA 92625

Phone: (949) 644-3244 * FAX: (949) 640-7364

Contact: Marci Knapp



Recreation & Senior Services Department

3300 Newport Blvd - PO Box 1768
Newport Beach, CA. 92658-8915

Phone: (949) 644-3151 — FAX: (949) 644-3155

PARK & FACILITY RENTALS - EFFECTIVE 12/14/2011

All rentals are governed by City Council Policies B-16 and B-13. Security/Compliance deposits are required for all public rentals. Park and Facility Reservations must be made a minimum of 5 working days in advance of the event.

RESTRICTIONS

The City does not issue park or community center rentals on Christmas Eve, Christmas Day, Martin Luther King Day, Easter, President's Day, Independence Day, Labor Day, Memorial Day, News Years Eve, New Years Day, Thanksgiving or Veteran's Day.

PICNIC RENTALS:

Only 2 Picnic Tables are included with any reservation! Rentals **DO NOT INCLUDE** exclusive use of public park areas or playgrounds. Picnic Rentals are for groups of up to 35 persons, +35 must reserve and pay for both Picnic and Park grass areas!

FEE SCHEDULE

(Rates listed are hourly rates – Rentals have a 2-hour minimum)

YSCMO = Youth Sports Commission Members Organization

RNPYSO = Resident Non-Profit Youth Serving Organizations

R = City of Newport Beach Resident

NR = Non-Resident

PARKS & PICNIC AREAS	Commercial		YSCMO	RNPYSO	Non-Profit		Private	
	R	NR			R	NR	R	NR
Picnic or Grass Area ★	200	401	15	15	36	72	42	83
Peninsula Park Gazebo★	200	400	15	15	36	72	45	90

★ *A one-time administrative fee charge of \$5 is added to each reservation.*

ELECTRICITY is available only at Peninsula Park Gazebo for a \$13 per hour charge.

RESERVABLE PICNIC AND/OR PARK AREAS are located at the following parks:

- Arroyo
- Begonia
- Bonita Canyon-East
- Bonita Creek
- Buffalo Hills
- Channel Place
- Cliff Drive
- Eastbluff
- Galaxy View
- Grant Howald
- *Inspiration Point***
- Irvine Terrace-E
- Irvine Terrace-W
- *Lookout Point***
- Mariners
- Peninsula
- San Miguel
- Veterans Memorial
- Ensign View

BOUNCE-HOUSES and similar activities can only be accommodated at the following parks:

- Bonita Canyon-East
- Bonita Creek
- Buffalo Hills
- Channel Place
- Eastbluff
- Grant Howald
- Mariners
- Peninsula *
- San Miguel
- Veterans Memorial

* *During summer months — Bounce Houses are not allowed at Peninsula Park.* **Cannot reserve -- Memorial Day to Labor Day

WEDDING CEREMONIES can be accommodated at many of the City of Newport Beach Parks, please call 949-644-3151 for information.

MEETING ROOMS	Commercial		12 Step	YSCMO	RNPYSO	Non-Profit		Private	
	R	NR				R	NR	R	NR
Balboa Cmty Ctr, Bonita Creek, Carroll Beck, Cliff Drive, VJC room, West Newport Classroom	144	290	36	20	20	45	85	72	143
City Council Chambers	234	462		26	26	46	85	72	143
CYC classroom (2)	160	318		24	24	50	94	79	158
NCCC classroom (small)	160	318		24	24	50	94	79	158
NCCC classroom (large)	270	519		48	48	66	132	126	246

★ *A one-time administrative fee charge of \$5 is added to each reservation.*

FOR USE OF NEWPORT COAST COMMUNITY CENTER – PLEASE CALL – 949-270-8100
FOR USE OF COMMUNITY YOUTH CENTER – PLEASE CALL – 949-644-3165

GYMNASIUMS ★	Commercial		YSCMO	RNPYSO	Non-Profit		Private	
	R	NR			R	NR	R	NR
Lincoln / WNCC	319	611	33	33	72	124	98	176
NCCC	352	676	43	43	79	136	108	195
BALL FIELDS — Per Field★								
Arroyo, Bob Henry, Bonita Canyon ¹ , Bonita Creek ² , Buffalo Hills, Eastbluff, Grant Howald, Lincoln Athletic Center, Mariners, Peninsula, San Miguel	145	287	1	15	65	104	85	143

¹Indicate which field 1, 2, 3, 4, 5 or 6

² For use of field lights add \$30. Field preparation add \$45 per field.

★ *A one-time administrative fee charge of \$5 is added to each reservation.*

SECURITY DEPOSIT

Rooms, Parks & Picnic Area: \$100 (Under 75 in attendance) \$150 (75+ in attendance)

Gymnasiums \$185 (Set up/clean up \$65)

Refund Fee (if made 24 hrs in advance) \$10 per rental for fee of \$74 and under \$20 for fees of \$75 and over

Note — Failure to properly clean up after a rental, damaging property, and other non-compliance with Facility User Regulations are grounds for forfeiture of deposit

SPECIAL EVENT PERMITS AND INSURANCE – Some events and activities may require a Special Event Permit or Insurance. Please contact the Recreation & Senior Services Administration Office for more information at 949-644-3151.

Use of Bounce Houses or other vendor supplied play equipment requires the company providing the service to have City of Newport Beach approved Insurance Certificates on file or provided prior to the event.

MAXIMUM OCCUPANCY OF PARKS

<u>20</u>	<u>75</u>	<u>150</u>
Channel Place Inspiration Point Lookout Point Ensign View Galaxy View	Arroyo Begonia Buffalo Hills Cliff Drive	Irvine Terrace East Irvine Terrace West Spyglass Hill Veterans Memorial Bonita Creek Park Bonita Canyon Sports Park Eastbluff Grant Howald Mariners Peninsula San Miguel

MAXIMUM OCCUPANCY OF ROOMS AND BUILDINGS

<u>20</u>	<u>25</u>	<u>30</u>
Balboa Cmty Ctr (small room) West Newport Cmty Ctr – Room 6	West Newport Cmty Ctr – Room 1	West Newport Cmty Ctr – Rooms 3 & 5
<u>35</u>	<u>40</u>	<u>55</u>
Cliff Drive Cmty Rm	Balboa Cmty Ctr (dance room)	Carroll Beek
<u>66</u>	<u>70</u>	<u>80</u>
CYC Meeting Room	Bonita Creek Meeting Room West Newport Cmty Ctr – Room 2 & 4 (dance room)	Vincent Jorgensen Room (at Mariners)
<u>90</u>		
City Council Chambers		

For information regarding the rental of the Newport Coast Community Center – please call 949-270-8100

For information regarding the rental of the Community Youth Center – please call 949-644-3165

Effective – 12/14/2011