



City of Coronado Recreation Services

Thank you for considering the *Coronado Community Center* as your event's host venue. Included with this letter is the **facility application** and **approved catering list**.

To apply for a date, complete the facility rental application and return it to the Coronado Community Center with a **\$25 non-refundable application fee**.

Submitting your application does not guarantee a room rental. Reservations are taken on a first come, first serve basis.

- Coronado residents and groups (proof required): advance booking up to 24 months
- Nonresidents and groups: advance booking up to 14 months
- Applications will not be accepted within 30 days of event date.

You can go online to the city's website and select the rental application to complete on-line at **<http://www.coronado.ca.us/egov/documents>**. Download the form to your computer, complete the form, and press submit button to apply.

You may also submit the application by fax to (619) 522-7870, scan to the e-mail listed below, or by mailing it to Coronado Community Center, 1845 Strand Way, Coronado, CA 92118.

Youth honoree events are limited to City of Coronado residents (youth honoree must be Coronado resident). No alcohol permitted at youth honoree events.

Whether your application is approved or unapproved, you will be contacted by a Recreation Staff member. If your application is approved, you will be mailed a facility rental packet (7-10 working days after application submittal). This packet will list rental fees and the dates that they are due along with additional rental information.

If you have additional questions, please e-mail them to **wjones@coronado.ca.us**.

NAUTILUS BANQUET ROOM AND EQUIPMENT RENTAL

Please note that this form presents an estimation for Facility Renter's needs and does not constitute a confirmed price or reservation.

FEES:

Room Name	Standard	Cleaning/Damage Deposit		Maximum Occupancy	
	Hourly Rate	Without Alcohol	With Alcohol	Banquet	Theater
Nautilus Banquet Room	\$425	\$200	\$500	250	275
Patio Half of Nautilus Banquet Room	\$275	\$200	\$500	125	165
Triton Half of Nautilus Banquet Room	\$200	\$200	\$500	125	165

- A minimum two (2) hour rental reservation time.
- A minimum five (5) hour rental required Fridays, Saturdays and Sundays.
- Saturday Nautilus Room rentals are Full Room rentals only and have a \$50 per hour premium not shown on the above chart.
- When available, five (5) hour rentals include 2 hours of setup and ½ hour of cleanup time at no additional fee. Additional setup time: \$100 per hour. Additional drop off time: \$25 per hour.
- Kitchen Use is an additional \$50 (flat fee).
- \$1,000,000 Liability Insurance is required for all rentals (available for an additional fee)
- Security guard service is required with all events serving alcohol.
- The rate shown is the Standard Room Rental Rate. Coronado residents, businesses, schools and certain Coronado based non-profit groups receive discounted room rental rates. E-mail for quote.
- Cancellation Fee: \$200 until 30 days prior to the event. Cancellations within 30 days of the event will result in forfeiture of all fees.

Equipment Available

60" Round Tables (30)	Display Easel (4)
6" x 30" Rectangular Tables (15)	Podium
Half Round Tables (2)	American/California Flags
Quarter Round Tables (4)	Belly Bar Tables (10) (\$10 each)
6' x 18" Seminar Tables (6)	Portable Bar (2)
Chairs (up to 250)	Projection Screen (1)
Dance Floor (various sizes)	Stage Riser 6' x 8' (8)
	Audio/Visual Package (\$100)



Coronado Community Center Nautilus Room Rental Application

Applicant's Information:

Name Home Phone
 Address Cell Phone
 City State Zip E-mail

Additional Contact Person:

Name Home Phone
 Cell Phone E-mail

Organization Name (if applicable):

Name Non-profit (501-C) Yes No
 Federal/State Documentation Required

Rental Information:

Requested Event Date 2nd Date Choice
 Event Type Multiple Requested Dates

Ceremony Site (if applicable)

Estimated Attendance
 Estimated Start Time
 Estimated End Time

- Alcohol Served
 - Alcohol Sold (permit required):
 - Food Served:
 - Catered Event:
 - Use of Video Projector (\$100)
- Check All Items Applicable

Application can be submitted by:

A non-refundable \$25 application fee is due with the application

Mail:
 Coronado Community Center
 Reservations
 1845 Strand Way
 Coronado, CA 92118

E-mail:
 recdept@coronado.ca.us

Fax:
 619) 522-7870

Credit Card Information:

Name on Card
 Card Number Expiration Date

**City of Coronado Recreation Services
Coronado Community Center and Club Room Approved Caterers List**

Only approved caterers may work at the Coronado Community Center and the Coronado Club Room. Caterers not listed on the approved catering list may be used but must become an approved caterer at least 90 days prior to event date.

Any food or beverage company serving and/or preparing food or beverages onsite is considered a “caterer” and must become an approved caterer. Approved caterers are independent and not associated with the City.

Catering Fee:

All caterers are required to pay a catering fee to the City of Coronado based on guest count of event:

- 12% of food and beverage sales for events of 149 guests or less
- 15% of food and beverage sales for an event of 150 guests or more
- There are no catering fees for events at the Club Room.

If you have any questions regarding catering please contact wjones@coronado.ca.us.

Approved Catering List

Affordable Affairs Catering	www.affordableaffairscatering.com	(619) 282-1064
All Aspects Catering & Events	www.allaspectsatering.com	(855) 287-7658
Aloha Catering / Executive Gourmet	www.alohacatering.com	(619) 588-0586
Artquest Catering	www.artquestatering.com	(619) 823-9531
Authentic Flavors	www.sdauthenticflavors.com	(858) 404-0606
Bar None BBQ, Inc	www.barnonebbq.com	(619) 285-0801
Behind the Scenes	www.btscenes.com	(858) 638-1400
Bekker's Catering	www.bekkersatering.com	(619) 287-9027
Bencotto Italian Kitchen	www.lovebencotto.com	(619) 450-4786
Coast Catering	www.cateringbybarry.com	(760) 855-4871
Convivial Catering	www.sandiego-catering.net	(760) 828-8762
Creative Catering & Events	www.sdcreativeatering.com	(858) 750-2365
Eco Catering	www.ecocaters.com	(858) 246-6129
Four Seasons Catering	www.fourseasonsfoodscatering.com	(619) 994-3801
Il Fornaio	www.ilfornaioatering.com	(619) 437-4911
In Good Taste	www.ingoodtastesd.com	(619) 298-7010
Lil' Piggy's Bar-B-Q	www.nadolife.com	(619) 522-0217
Miho Gastrotruck	www.mihogastrotruck.com	(619) 518-4578
Paella Valenciana	www.paellavalenciana.com	(858) 672-2243
Phil's BBQ	www.philsbbq.net	(619) 814-0050 x301
Phuong Trang Inc	www.phongtrangrestaurant.com	(619) 788-8989
Rotisserie Affair	www.rotisserieaffair.com	(858) 578-8891
Royal India	www.royalindia.com	(619) 269-9999
San Diego Taco Company	www.sdtacos.com	(619) 900-4402
Stella's Pizza Pie	www.stellaspizzapie.com	(310) 975-4903
The French Gourmet	www.thefrenchgourmet.com	(858) 488-1725
The Jennhouse Catering	www.thejennhouse.com	thejennhouse@gmail.com
Thumbs Up!		(619) 709-0626
Toast Catering	www.toastatering.com	(619) 464-0201
Top Hat Catering	www.tophatatering.com	(619) 469-8889
Water's Fine Catering	www.watersatering.com	(619) 276-8803

Woodstock's Pizza

www.woodstockssd.com

Updated 4/6/16
(619) 265-0999

Alcohol/Bartending Services

Bella Beverage Catering & Events	www.bellabeveragecatering.com	(619) 987-8207
First String Bartending Services	www.fsbartending.com	(619) 623-3392
Island Bar and Beverage	www.islandbarbev.com	(619) 870-1718
RG Bar Services	www.rgbar.com	(858) 395-3043
Snake Oil Cocktail Company	www.snakeoilcocktail.com	(858) 754-6173

Nautilus Banquet Room



Rental Information

The following information pertains to Friday, Saturday, or Sunday *nonresident* rental users

Full Room Rental:

- 250 guest maximum occupancy
- \$425 per hour for a minimum of five (5) hours
 - o Saturday rentals increase to \$475 per hour
- Insurance: \$200 (with alcohol); \$142 (no alcohol)
- Damage Deposit: \$500 (with alcohol) or \$200 (without alcohol)
 - o Damage deposit is *refundable* pending no damage to the facility
- \$25 per hour, per guard for security guards (2 required) for events with alcohol
 - o Events without alcohol are not required to have security guards

Half Room Rental:

- 125 guest maximum occupancy
- \$275 per hour for a minimum of five (5) hours
- Insurance:
 - o \$200—event with alcohol and 100+ guests
 - o \$170—event with alcohol and 99 or less guests
 - o \$142—event with no alcohol and 100+ guests
 - o \$110—event with no alcohol and 99 or less guests
- Damage Deposit: \$500 (with alcohol) or \$200 (without alcohol)
 - o Damage deposit is *refundable* pending no damage to the facility
- \$25 per hour, per guard for security guards (1 or 2 required based on guest count)
 - o Events without alcohol are not required to have security guards

Additional Information:

- \$100 for full audio/visual system
- \$10 belly bar table (per table cost)
- \$200 ceremony site (Glorietta Bay Promenade Park)
- Rental includes tables, chairs, dance floor, portable beverage bars, and patio area
- \$50 for use of professional catering kitchen (flat fee)