



Community Services
4975 Memorial Drive
La Mesa, California 91942
www.cityoflamesa.com/community

Facilities Division
Phone: 619.667.1307
Fax: 619.464.3761

Thank you for considering the La Mesa Community Center for your special event.

The three facilities in MacArthur Park are all unique from one another and can accommodate groups of varying sizes; similarly, each contains a kitchen, restrooms, tables and chairs and access to patios.

Included in this packet you will find rental fees and deposit fees, a copy of the Rental Agreement describing rules and policies for renters, information for serving alcoholic beverages, and directions.

Please contact me with any questions or to schedule an appointment to book your next event. I can be reached at the phone number shown above or by email at RSVP4PARKS@ci.la-mesa.ca.us

I look forward to assisting you in your event planning process at the La Mesa Community Center.

Sincerely,

Dante Daniels
Facilities Specialist

CITY OF LA MESA DEPARTMENT OF
COMMUNITY SERVICES
4975 Memorial Drive, La Mesa, California 91942
619-667-1307
WORKSHEET

Facility: _____ Function: _____ Contract Date: _____

Name: _____ Organization: _____

Address: _____

City: _____ Zip Code: _____

Telephone - daytime: _____ evening: _____

Cell phone: _____ Email address: _____

Date of Use: _____ Time: _____

Number of People Attending: _____

Name of Caterer: _____ Alcohol Use: Yes: _____ No: _____

FEE SCHEDULE			
ARBOR VIEW ROOM 300 – 350 people max		Hours	Fee
Room is carpeted with a built in dance floor and a portable stage. Package includes: Room setup, arch, pillars, tables, chairs. Dimensions: 90' x 60' Additional deposit of \$500.00 required	Saturday	8 hours (3:00 pm – 11:00pm)	\$1446.00 Alcohol permit extra
	Friday	Same as above – discounted	\$1170.00 Alcohol permit extra
	Sunday	5 hours (Sunday Afternoon)	\$938.00 Alcohol permit extra
NAN COUTS COTTAGE 100 people max		Hours	Fee
Package includes use of tables & chairs – customer will set up and take down. Includes kitchen and patio. Dimensions: 28' x 49' Additional deposit of \$200.00 required	Saturday	7 hours (4:00 pm – 11:00 pm)	\$609.00 Alcohol permit extra
	Friday	7 hours (4:00 pm – 11:00 pm)	\$609.00 Alcohol permit extra
	Sunday	4 hour minimum	\$96.00/per hour Alcohol permit extra
PERFORMING ARTS ROOM 135 people max		Hours	Fee
Package includes use of tables & chairs – customer will set up and take down. Includes kitchen and patio. This hall does not have A/C. Dimensions: 36' x 58'	Saturday	7 hours (4:00 pm – 11:00 pm)	\$570.00 Alcohol permit extra
	Friday	Not available	
	Sunday	4 hour minimum	\$86.00/per hour Alcohol permit extra
NOTE: Security Guards required. Fee is approximately \$22.00 per guard/per hour.			
Alcohol Permit Processing fee: \$168.00			



FACILITY RENTAL AGREEMENT

POLICIES AND PROCEDURES

Deposits: Cleanup, Damage to Equipment/Facilities

Applicants are required to place a deposit (the amount as specified in the City of La Mesa Fee Schedule), to insure proper cleanup and to cover breakage, loss or damage. The applicant shall be required to pay the full cost of any breakage and/or incident response. All deposits will be refunded if proper cleanup is completed with no breakage or damage. Proper cleanup shall be determined by Community Center staff on duty. Facility and equipment shall be left in the same condition as it was prior to the activity.

Ending Functions

All music must end by 10:00 pm. This will ensure proper cleanup and vacating the facility and parking area on time.

Notice of Cancellation

- A) Cancellations made 10 days after the executed contract, until 90 days prior to the event: All deposits and fees stated in the contract will be 50% refundable.
- B) Cancellations made less than 90 days prior to the event date: All fees and deposits stated in the contract will be forfeited.

Security

Security personnel are required at the expense of the applicant: one (1) uniformed security personnel up to 100 people, additional guards required as number of persons increase: 2:150, 3:250, 4:300. The fee is approximately \$22.00 per hour per security guard, in addition to price of package.

All security will be scheduled by the City of La Mesa, per current contract. In the event that additional security or Police presence is required for the safety of people attending the function, the customer will be responsible for any additional charges.

Occupancy of Facilities

Due to City and State fire safety regulations, occupancy in each facility is limited. If the maximum occupancy is reached, additional guests will not be permitted inside the building.

Rental of the Community Center includes the Arbor View Room, Kitchen, Lobby, and Restrooms.

Food & Beverages

- A) Caterers serving meals shall meet all health code regulations. Caterer must have proof of a Valid Health Department Operating Permit. PLEASE NOTE: Caterers that provide rotisseries or barbeque service must have propane, no charcoal is allowed by order of the City of La Mesa Fire Department. Caterer must confirm with Facilities the placement of the equipment that will be used for the event.

- B) The available kitchen is a catering kitchen only and is to be used to maintain food at safe temperatures; no cooking is allowed. If cooking results in a false alarm and the City of La Mesa Fire Department responds, the full cost recovery for the Fire Department will be deducted from the deposit.
- C) Food and beverages permitted in the rented area only – **NO FOOD OR BEVERAGES ALLOWED IN PATIOS, PARKING LOT OR LOBBY.**
- D) NO RED OR GRAPE BASED PUNCH ALLOWED.

Alcohol

- A) Alcohol may be served or sold according to regulations:
Alcohol may be served with a One-Day Use Permit approved by the Chief of Police; the processing fee is \$168.00. An Application is available from Community Services. If an application is denied, a second application may be submitted if time allows. An additional fee of \$168.00 for a second application would be required. Alcohol may be **SOLD** only at non-profit events with the One-Day Use Permit approved by the Chief of Police in addition to an ABC License or an approved caterer is used who has their own license. A COPY OF ABC License must be forwarded to Community Services Offices 14 days prior to event. A copy of ABC license must be posted during entire event.
- B) No alcoholic beverages may be served prior to the arrival of security personnel.
- C) No alcoholic beverages will be served to any person under the age of twenty-one (21) years old. Violation of this law may result in the City of La Mesa Police Department disbanding the event. *Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of a misdemeanor punishable to the fullest extent of the law up to and including a one thousand dollar fine and six months in jail. (Ord. 2729 §1 (part); May 13, 2003)*
- D) Alcoholic beverages permitted in the banquet hall only. Alcohol is not permitted inside lobby, restrooms or parking lots.
- E) **No Kegs of Beer allowed.**

Decorations, Open Flames, No Smoking, Animals

Any decorating or other alterations to the existing facilities are subject to prior approval of the Facilities Specialist or the designated representative. Use of only non-damaging materials such as blue painter's tape or 3M Command hooks are allowed. No use of staples, nails or duct tape allowed. If balloons are used for decoration they must be anchored, no floating of balloons allowed. There will be NO OPEN FLAMES, **no candles** or lanterns. SMOKING IS NOT PERMITTED IN PUBLIC FACILITIES. La Mesa Municipal Code No. 2344. Glitter or metallic confetti is not allowed. The throwing of rice, birdseed or similar items is not allowed. No BIRDS or other animals, except Service dogs, will be allowed.

Special Event Sign Requirements

- A) Signs are restricted to temporary free-standing directional signs identifying the event or activity
- B) Signs not to exceed four (4) square feet in size and limited to three (3) signs
- C) Placement may not obstruct sidewalks or walkways; pedestrian, bicyclist, or driver's view of right-of-way
- D) Signs may not be affixed to public buildings, other signs, or trees
Signage is subject to removal or relocation by City staff at any time if it does not conform to above specifications.
- E) Customer is responsible for removing all signage when event is over.

Music

In consideration of the neighboring homes, which surround the Community Center, **Facility Doors and windows must remain closed at all times**, with exception to the Performing Arts Room. GENERATORS MAY NOT BE USED TO SUPPLY ADDITIONAL POWER FOR LIGHTING, OR TO AMPLIFY SOUND FOR BANDS OR DJ. **Music must stop at 10:00 pm.** Be advised that all parties authorized to operate sound amplifying equipment are required to meet the requirements of the La Mesa Municipal Code which states that sound level emanating from amplifying equipment shall not exceed fifteen (15) decibels above the ambient noise level of the zone. Per 10.880.040 LM

Fire Department False Alarm Calls

If the La Mesa Fire Department responds to a false alarm, a charge is deducted from the deposit of the client. The following events have resulted in the Fire Department reporting to the Community Center:

- Smoke/fog/foam machine used by DJ
- Cooking in the kitchen
- Child pulling fire alarm

Vendors

All persons, companies, and corporations must have a valid City of La Mesa Business License to conduct business within the city limits of La Mesa, according to the La Mesa Municipal Code 6.04.050. You may call (619) 667-1118 for information in regards to obtaining a City of La Mesa Business License. **A Special Event License is available through the City of La Mesa for a nominal fee plus a processing fee that permits sales of goods for a specific event.**

Supervision of Events

City employees shall be assigned to monitor all programs and/or activities held at the Community Center, Performing Arts Room and Nan Coutts Cottage when alcohol is served. City staff shall enforce city policies and have complete authority to request changes or termination of activities. Groups using the City facilities shall comply with these requests.

Supervision of Children

For the safety of children and all visitors to our facilities, children must be attended to at all times by an adult. Children are required to have adult supervision whenever leaving the banquet halls. **NO CHILDREN ARE ALLOWED OUTDOORS WITHOUT ADULT SUPERVISION. Security guards are not responsible for child care. Additional facilities are available for rental. Please check with Facilities Specialist if interested in using a nearby facility to provide childcare.**

Cleanup Responsible

Person(s) renting the facilities are responsible for cleaning up immediately following their event. Please leave facilities as clean as you found them for the next person to use.

Areas that must be cleaned include the following:

- All decorations and trash must be removed to the outside dumpster at the end of your event. **Bring trashcan liners** (55-gallon size if possible). **IF YOU ARE USING AN EVENT PLANNER, PLEASE ADVISE YOUR CATERER/DECORATOR THAT ALL ITEMS BROUGHT IN MUST BE REMOVED THE EVENING OF YOUR EVENT. WE CANNOT STORE ITEMS OVERNIGHT.**
- If the kitchen has been used, stove and counter tops must be wiped down. Bring rags or towels and cleaning supplies to clean kitchen.
- Floors should be cleaned, wet mop any spills (we supply mops and brooms).
- At Nan Coutts Cottage and the Performing Arts Room, wipe down tables and put away tables and chairs.
- Remove any signs or posters directing your guests to the location of your event.

Applicant Signature

Date

City Represen



ALCOHOLIC BEVERAGE POLICY PROCEDURE AND PERMIT

It is the policy of the City of La Mesa to allow the consumption and sale of alcoholic beverages within City of La Mesa parks and facilities on a One-Day Use Permit only. It is the intent of the City to provide specified areas where alcoholic beverages can be served at wedding receptions, anniversaries and banquets within City of La Mesa facilities. Those groups wishing to consume alcoholic beverages within public facilities must adhere to the following provisions established by the La Mesa City Council.

1. The consumption of alcoholic beverages in La Mesa City parks and public facilities may only be allowed by first obtaining written approval (bottom of this form) by the Chief of Police (Ordinance 2279). This form will be supplied by the Department of Community Services at the time the contract is made for use of the facility and prior to the function. **This form must be completed by the applicant and returned to the office of the Department of Community Services at least two (2) weeks prior to the activity.**
2. Food and refreshments, including alcoholic beverages, shall be permitted in rented area only. Alcoholic beverages are not permitted inside lobby, restroom or parking lots.
3. Uniformed security guards are required at the expense of the applicant; one (1) uniformed security personnel up to 100 people, additional guards required as number of persons increase.
4. **No alcoholic beverages shall be served to any person under the age of twenty-one (21) years. Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of a misdemeanor punishable to the fullest extent of the law up to and including a one thousand dollar fine and six months in jail. (Ord. 2729 § 1 (part); May 13, 2003)**
5. The alcoholic beverage applicant shall remove all such beverages and empty bottles from the premises immediately following the approved function.
6. The sale of alcoholic beverages in La Mesa parks and public facilities may only be provided by an approved, licensed caterer, or temporary permit given by Alcoholic Beverage Control (ABC).
7. The City Council shall assume the right to make policy changes as deemed necessary.

I, the undersigned, do hereby agree that I will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility or equipment caused by the occupancy of our organization to the premises.

APPLICANT'S SIGNATURE _____

APPLICANT'S NAME _____
(PLEASE PRINT) (FIRST) (MIDDLE) (LAST)

DATE OF BIRTH ___/___/___ CALIFORNIA DRIVER'S LICENSE _____

PRESENT ADDRESS _____
(STREET ADDRESS) (CITY) (STATE) (ZIP)

TELEPHONE NUMBR: BUSINESS _____ HOME _____

****FOR OFFICE USE ONLY****

() APPROVED
() DISAPPROVED

CONTRACT DATE ___/___/___

FACILITY _____

CHIEF OF POLICE _____
AUTHORIZED BY _____

DATE ___/___/___