

RANCHO SANTA SUSANA COMMUNITY CENTER
5005-C Los Angeles Avenue, Simi Valley, CA 93063 (805) 584-4456

Multipurpose Room

Non Resident Private Party **Facility Use Fee Schedule**

FRIDAY (6 hour reservation period)	SUNDAY (6 hour reservation period)
1-150 people NO Alcohol - \$973.00	1-150 people NO Alcohol - \$794.00
151-250 people NO Alcohol - \$1,163.00**	151-250 people NO Alcohol - \$984.00*
1-150 people with Alcohol - \$1,463.00*	1-150 people with Alcohol - \$1,284.00*
151-250 people with Alcohol - \$1,653.00**	151-250 people with Alcohol - \$1,474.00**
SATURDAY (8 hour reservation period)	<u>ALL</u> fees include use of the full room, patio and kitchen. Set-up and break down of the tables and chairs is included. Portable staging is available at no extra charge.
1-150 people NO Alcohol - \$1,284.00	Security is provided by Park District Special Event Rangers. *1 Ranger/**2 Rangers/**3 Rangers
151-250 people NO Alcohol - \$1,888.00**	
1-150 people with Alcohol - \$1,886.00*	
151-250 people with Alcohol - \$2,490.00***	

Youth oriented events (Quinceaneras, Sweet 16 parties, High School Graduation parties, etc.) require security. The cost of a Park District Special Event Ranger will be added to the use fee if security is not already included in the reservation rate listed.

No event is permitted past 12:00 a.m. and alcohol may only be served until 10:00 p.m.

Reservation periods are consecutive hours up until midnight each day. Event preparation, decorating and clean-up time is included in the reservation period. Additional hours may be added to the reservation period at a rate of \$94.00 per hour.

A conditional refundable deposit is added to each permit. A minimum \$300.00 deposit will be added to all events over 150 people 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.

Evidence of appropriate Liability Insurance Coverage is required for all facility reservations that include alcohol. Insurance may be provided by the event holder or purchased through the Park District at an additional fee.

Reservations are taken on a first-come basis, a minimum of two weeks, maximum of twelve months in advance. A deposit on the total fees due is required when the facility reservation is made. The balance is due 45 days prior to the event. Reservations may be made by phone but the completion of the application and payment of the deposit must be done by appointment only.

A fee will be assessed from the initial deposit for any reservation that is canceled. The cancellation fee schedule is as follows; cancellations made:

- 45 days or more prior to the event date are assessed 25% of the room reservation fee
- 30-44 days prior to the event date are assessed 50% of the room reservation fee
- less than 30 days prior to the event date are assessed 75% of the room reservation fee

All fees are subject to change