



## MULTIPURPOSE ROOM

### NON-Resident

#### Facility Use Fee Schedule

FRIDAY & SUNDAY (6-hour reservation period)			SATURDAY (8-hour reservation period)		
1-150 people	NO Alcohol	\$959.00	1-150 people	NO Alcohol	\$1360.00
151-250 people	NO Alcohol	\$1259.00*	151-250 people	NO Alcohol	\$1960.00*
1-150 people	w/Alcohol	\$1418.00*	1-150 people	w/Alcohol	\$1869.00*
151-250 people	w/Alcohol	\$1718.00**	151-250 people	w/Alcohol	\$2,269.00**
<b>All fees include use of the full room, patio and kitchen. Set-up and break-down of the tables is included. Portable staging is available for use at no additional charge. Security is provided by the Park District: *1 Security **2 Security</b>					

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

#### EVENT HOURS

- **Friday & Saturday:** *No* event is permitted past **midnight** & alcohol may only be served until **10:00 p.m.**
- **Sunday:** *No* event is permitted past **10:00 pm** & alcohol may only be served until **8:00 p.m.**
- Reservation periods are consecutive hours. Event preparation, decorating and clean-up time is included in reservation periods indicated. Additional hours may be purchased 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 and caterers. 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 three 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. Reservation requests may be made by phone, but the completion of the application and payment of the deposit is done by appointment only.

#### CANCELLATION FEE

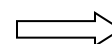
A fee will be assessed from the initial deposit for any reservation that is cancelled.

The cancellation fee schedule is as follows:

- 45 days or more prior to the event date are assessed **25%** of the room reservation fee
- Less than 45 days prior to the event date are assessed **50%** of the room reservation fee

*All fees are subject to change*

**SEE REVERSE SIDE FOR HALF ROOM RATES (1-100 PEOPLE)**





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

## HALF MULTIPURPOSE ROOM

(1-100 People)

**NON-Resident**

### BASE RATES STARTING AT:

**FRIDAY & SUNDAY** (6-hour reservation period)

**\$600.00**

**SATURDAY** (8-hour reservation period)

**\$825.00**

### Additional fees, not included in base rates above

<b>Kitchen</b> ( <i>optional</i> )	<b>\$100.00</b>
<b>Alcohol</b> ( <i>if served</i> )	<b>\$309.00</b>
<b>Each additional hour</b>	<b>\$69.00</b>