

**OAK PARK COMMUNITY CENTER AND GARDENS**  
 1000 N. Kanan Road, Oak Park, CA 91377 (818) 865-9304

# Buena Vista Room

## Facility Use Fee Schedule

### CLASSIFICATION A

### NON-PROFIT (COMMUNITY ORGANIZATIONS)

<i>FRIDAY (6-hour reservation period)</i>			<i>SUNDAY (6-hour reservation period)</i>		
1-140 people	NO Alcohol -	\$550.00	1-140 people	NO Alcohol -	\$550.00
1-140 people	with Alcohol -	\$650.00*	1-140 people	with Alcohol -	\$650.00*
<i>SATURDAY (8-hour reservation period)</i>			<i>ALL</i> fees include use of the full room, patio, kitchen and event staff. Set-up and break-down of the room is included.  *Security - May be required for additional fee. Provided by District Special Event Rangers.		
1-140 people	NO Alcohol -	\$700.00			
1-140 people	with Alcohol -	\$800.00*			

A conditional refundable deposit equal to 40% of total fees will be added to each permit. Monies may be withheld if necessary to assess for damage, loss, clean-up, additional staff hours, facility costs, etc. Deposit will be refunded 2-3 weeks after the event.

Reservation periods are consecutive hours up until midnight each day. Event preparation, decorating and clean-up time is included in reservation periods indicated. Additional hours may be purchased at an hourly rate of \$75.00 before midnight. The rate is higher after midnight. **Alcohol may only be served until 11:00 p.m.**, and no event is permitted past 1:00 a.m.

Evidence of appropriate Liability Insurance Coverage is required for all facility reservations requesting alcohol. Insurance may be provided by the permittee or purchased through the Park District for 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 accepted. 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.

Use of tables & chairs are available at no cost.

Special Features: Garden Pavilion & Main Lawn - \$200.00

**Cancellation Fee Schedule:**

<b>More than 45 days prior to event</b>	<b>25% of room reservation fee</b>
<b>30-44 days prior to event</b>	<b>50% of room reservation fee</b>
<b>Less than 30 days prior to event</b>	<b>75% of room reservation fee</b>

Fees are subject to change.

# OAK PARK COMMUNITY CENTER AND GARDENS

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## Buena Vista Room

### Facility Use Fee Schedule CLASSIFICATION B IN-DISTRICT (RESIDENTS)

<i>FRIDAY (6-hour reservation period)</i>			<i>SUNDAY (6-hour reservation period)</i>		
1-140 people	NO Alcohol -	\$670.00*	1-140 people	NO Alcohol -	\$670.00
1-140 people	with Alcohol -	\$770.00*	1-140 people	with Alcohol -	\$770.00*
<i>SATURDAY (8-hour reservation period)</i>			<u>ALL</u> fees include use of the full room, patio, kitchen and event staff. Set-up and break-down of the room is included.  *Security - May be required for additional fee. Provided by District Special Event Rangers.		
1-140 people	NO Alcohol -	\$845.00			
1-140 people	with Alcohol -	\$945.00*			

A conditional refundable deposit equal to 40% of total fees will be added to each permit. Monies may be withheld if necessary to assess for damage, loss, clean-up, additional staff hours, facility costs, etc. Deposit will be refunded 2-3 weeks after the event.

Reservation periods are consecutive hours up until midnight each day. Event preparation, decorating and clean-up time is included in reservation periods indicated. Additional hours may be purchased at an hourly rate of \$80.00 before midnight. The rate is higher after midnight. **Alcohol may only be served until 11:00 p.m.**, and no event is permitted past 1:00 a.m.

Evidence of appropriate Liability Insurance Coverage is required for all facility reservations. Insurance may be provided by the permittee or purchased through the Park District for 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 accepted. 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.

Use of tables & chairs are available at no cost.

Special Features: Garden Pavilion/Main Lawn - \$245.00

#### Cancellation Fee Schedule:

<b>More than 45 days prior to event</b>	<b>25% of room reservation fee</b>
<b>30-44 days prior to event</b>	<b>50% of room reservation fee</b>
<b>Less than 30 days prior to event</b>	<b>75% of room reservation fee</b>

Fees are subject to change.

# OAK PARK COMMUNITY CENTER AND GARDENS

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## Buena Vista Room

### Facility Use Fee Schedule

#### CLASSIFICATION C

#### OUT OF DISTRICT (INDIVIDUALS, BUSINESSES OR GROUPS)

<i>FRIDAY (6-hour reservation period)</i>		<i>SUNDAY (6-hour reservation period)</i>	
1-140 people	NO Alcohol - \$795.00	1-140 people	NO Alcohol - \$795.00
1-140 people	with Alcohol - \$895.00*	1-140 people	with Alcohol - \$895.00*
<i>SATURDAY (8-hour reservation period)</i>		<u>ALL</u> fees include use of the full room, patio, kitchen and event staff. Set-up and break-down of the room is included.  *Security - May be required for additional fee. Provided by District Special Event Rangers.	
1-140 people	NO Alcohol - \$1,000.00		
1-140 people	with Alcohol - \$1,100.00*		

A conditional refundable deposit equal to 40% of total fees will be added to each permit. Monies may be withheld if necessary to assess for damage, loss, clean-up, additional staff hours, facility costs, etc. Deposit will be refunded 2-3 weeks after the event.

Reservation periods are consecutive hours up until midnight each day. Event preparation, decorating and clean-up time is included in reservation periods indicated. Additional hours may be purchased at an hourly rate of \$95.00 before midnight. The rate is higher after midnight. **Alcohol may only be served until 11:00 p.m.**, and no event is permitted past 1:00 a.m.

Evidence of appropriate Liability Insurance Coverage is required for all facility reservations. Insurance may be provided by the permittee or purchased through the Park District for 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 accepted. 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.

Use of tables & chairs are available at no cost.

Special Features: Garden Pavilion/Main Lawn - \$300.00

#### Cancellation Fee Schedule:

**More than 45 days prior to event 25% of room reservation fee**

**30-44 days prior to event**

**50% of room reservation fee**

**Less than 30 days prior to event**

**75% of room reservation fee**

Fees are subject to change.