



Facility Reservations Packet



- ~ Weddings
- ~ Meetings
- ~ Quinceaneras
- ~ Bar & Bat Mitzvahs
- ~ Fundraisers
- ~ Parties

Agoura Hills/Calabasas Community Center



Agoura Hills/Calabasas Community Center

FACILITY RENTAL FEES

Room	Capacity	Minimum # of Hours	Rate	Deposit	
Agoura Room	86 people	Mon - Fri * Fri - Sat, Sun**	3 hrs = \$165 8 hrs = \$600	\$55/hr \$75/hr	\$175
Las Virgenes Room	89 people	Mon - Fri * Fri - Sat, Sun**	3 hrs = \$165 8 hrs = \$600	\$55/hr \$75/hr	\$175
Calabasas Room	133 people	Mon - Fri * Fri - Sat, Sun**	3 hrs = \$255 8 hrs = \$840	\$85/hr \$105/hr	\$350
Activity Studio	75 people	Mon - Sun	3 hrs = \$210	\$70/hr	\$175
Full Gymnasium	538 people	Mon - Sun	12 hrs	\$5,000	\$600
Basketball Court (during operating hours)		Mon - Sun	3 hrs max	\$150/hr	\$150
Basketball Court (in addition to room rental)		Sat night only	1 hr = \$100	\$100/hr	-

~ A 25% discount is available for all community organizations including: Non-profit 501(c) 3, HOA's, government, schools and/or school organizations.

* Daytime Friday rentals must end promptly at 3pm. There is an 8 hour minimum for Friday rentals after 4pm.

** There is a 3 hour minimum on Sundays.

Please note:

The security deposit for two or more banquet hall rooms is \$500.

Please note:

Community Center programs and leagues take priority over gymnasium rentals. Your set up may limit the capacity. Room occupancy may not exceed the capacity listed.

Special Event Insurance

Alcohol insurance is required for all events serving alcohol. Alcoholic beverages shall not be sold one (1) hour prior to the closing of an event. Insurance rates are subject to change. Please call for exact rates.

Security Guards

Security Guards	\$25/hr	Please note: Security guards are required at all parties or celebratory events with 75 or more people OR at any event where alcohol is served or sold. One guard is required for each 75 participants in attendance.
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Optional Additions

Patio	\$75	Please note: A \$250 security deposit is required to rent the overhead projector.
Stage Piece 6 x 8'	\$12.50 ea.	
P.A. System	\$15	
Microphone	\$10	
DVD, VCR, T.V.	\$15 ea.	
Overhead Projector *	\$75	
Cleaning Fees	\$125 (1 rm) \$175 (2 rms) \$225 (3 rms)	



Agoura Hills/Calabasas Community Center

ROCK WALL PACKAGES

1 HOUR OF ROCK CLIMBING
7-11 people

\$150.00 Rock Wall Instructors

1.5 HOURS OF ROCK CLIMBING
12-25 people

\$225.00 Rock Wall Instructors and Activity Studio.

\$92.00 Special Event Insurance for less than 100 persons.

\$175.00 Refundable Security Deposit

2 HOURS OF ROCK CLIMBING
26-35 people

\$300.00 Rock Wall Instructors and Activity Studio.

\$92.00 Special Event Insurance for less than 100 persons.

\$175.00 Refundable Security Deposit

2.5 HOURS OF ROCK CLIMBING
36+ people

\$375.00 Rock Wall Instructors and Activity Studio.

\$92.00 Special Event Insurance for less than 100 persons.

\$175.00 Refundable Security Deposit



All participants must bring a signed rock wall waiver on the day of the party.



AGOURA HILLS/CALABASAS COMMUNITY CENTER

Facility Usage Guidelines and Policies

PROCEDURE:

1. Applications and appropriate deposit for use of Community Center must be submitted to the Agoura Hills/Calabasas Community Center, c/o Facility Reservations, 27040 Malibu Hills Road, Calabasas, CA 91301.
2. Receipt of your application by the Community Center does not constitute approval of the reservation.
3. Applications will be accepted on a first-come, first-served basis. Applicant must be at least 21 years of age.
4. All applicants shall be required to execute a rental agreement in a form prescribed by the Community Center. Staff may include conditions of the rental and shall include the terms set forth in this procedure.
5. Reservations may be accepted up to one (1) calendar year in advance.
6. A maximum of 1 rental per month is permissible to an individual or organization. Rental parties who wish to rent the Community Center on an on-going, continuous basis, must agree to the following:
 - A. Continuous rental contracts must be paid for at least one month (30 days) in advance by credit card, or prearranged payment, in order to continue and secure your reservation and schedule staff. If payment is not received, another group may reserve your date and time. All continuous rental contracts shall be reviewed every four (4) months.
 - B. Community Center sponsored events, recreational classes and one-time rentals, will take precedence over any continuous, specific rental date.
 - C. The Community Center has the right to cancel your meeting date at any time for emergencies (earthquakes, floods, fires, etc.).
 - D. The Community Center has the right to cancel, move or reschedule your meeting with 7 days written notice to resolve event, rental date and time conflicts.
 - E. Community Center staff will make every attempt to accommodate continuous, on-going rentals time and dates. Should conflict arise and specific dates be cancelled, you will receive a credit or refund of your rental fee.
7. A security deposit will be required for all reservations, payable at the time of reservation. The security deposit is separate from the rental fee. The security deposit cannot be credited toward the rental fee. A separate security deposit is required for each date reserved. The deposit is refundable provided the facility is returned in the same condition in which it was found and all hours occupied have been pre-paid. Any portion of the deposit may be withheld for: a) Damages to building, furnishings or grounds, b) Missing equipment or furnishings, c) Facility left in unclean condition, d) Occupation beyond reserved and prepaid hours or additional staff, e) Cancellation of reservation, (f) The billiard table is moved. Any remaining amounts of deposit will be returned no later than thirty (30) calendar days after event.
8. All fees are due and payable thirty (30) calendar days prior to scheduled event. Insurance certificate and alcohol permit must be on file with the Center thirty (30) calendar days prior to the reserved date. Reservation may be cancelled, forfeiting the security deposit if payment is not received thirty (30) calendar days prior to scheduled event.
9. Anyone finding it necessary to cancel or change a reservation date will be assessed the following fees:

Cancellation fees:

 - More than 30 days prior to event: 50% of the security deposit
 - Less than 30 days prior to event: 100% of the security deposit AND 50% of all rental fees collected

Change of date fees:

 - More than 30 days prior to event: \$25 administrative fee
 - Less than 30 days prior to event: \$25 administrative fee AND 50% of the security deposit
10. Some tables and chairs may be provided free of charge. Request desired items at time of reservation. Tablecloths are not provided but are recommended. Food storage, cooking pans and utensils are not provided.

GENERAL RULES:

1. Smoking is not permitted anywhere in the facility.
2. The Community Center is available for rental from 6:00am-12:00 midnight Sundays through Thursdays and 7:00am - 2:00am Fridays and Saturdays. The hourly rates are doubled after midnight, reservations to extend no later than 2:00am.
3. Community Center staff may monitor the facility at any time.
4. All items brought in by the applicant or furnished by a rental company must be removed at the conclusion of the event. The Center cannot store items to be picked up at a later date.
5. The Community Center may require and provide security personnel at the expense of the applicant.
6. Applicant will be responsible for:
 - A. Damage, loss, accidents or injuries to persons or property resulting from use of Center property.
 - B. Supervision and control of persons in attendance.
 - C. Damage to furniture, fixtures or any part of facility.Additional charges will be assessed to applicant for any damage, repair or cleaning required by the Center. Any serious injury or damage incurred on Center premises shall be reported to staff immediately.
7. Renter pays for time spent decorating; band and caterer set-up; take down and clean up.
8. The applicant shall be required to submit a certificate of insurance. Certificate of insurance shall meet required insurance rating, in the amount of \$500,000 if alcohol is not being served or sold, and \$1,000,000 if alcohol is to be served or sold. The certificate of insurance shall name the Agoura Hills/Calabasas Community Center Joint Powers Authority as certificate holder and named as additionally insured. This insurance is available through the Community Center or may be arranged through your organization's insurance carrier.
9. All outside music and entertainment must cease at 10:00pm. No amplified noise outside of buildings shall be allowed without prior written approval of Community Center staff.
10. The Community Center staff reserves the right to full access to all activities at any time in order to insure that all Center rules and regulations, as well as City, County and State laws are being observed.
11. The Community Center staff reserves the right to suspend any individual or group from using the facility in the event their behavior is abusive or destructive, or violates any Center rules and/or regulations.
12. Activities involving persons less than 21 years of age must be supervised by adults by a ratio of one adult for every 15 minors. A list of chaperons must be submitted to the Community Center staff no later than 14 calendar days prior to the event.
13. Control of lights, heating and cooling systems and other equipment is the responsibility of the Center staff member on duty. All requests for adjustments should be made to the staff member assigned to the event.

ALCOHOLIC BEVERAGES:

1. Dispensing, consumption and/or possession of alcoholic beverages are only allowed in the areas specified in contract. Alcoholic beverages are not permitted in the parking lot.
2. A State Department of Alcoholic Beverage Control permit shall be required when alcoholic beverages are to be sold or served. Said permit shall be secured by the applicant and a copy provided to the Center 30 days prior to the event.
3. Alcoholic beverages shall not be sold or served to minors, those under the age of twenty-one years.
4. Alcoholic beverages shall not be sold or served one (1) hour prior to closing time of event.

SECURITY GUARDS:

1. Security guards are required at all parties or celebratory events with 75 or more people OR any event where alcohol is served or sold.
2. The Community Center may provide security personnel at the expense of the applicant.
3. Guards hired for a function must go on duty ½ hour before the scheduled event and remain on duty ½ hour after the event is scheduled to end.
4. Security guards are required, 1 for each 75 participants in attendance.

SETUP:

1. All special event equipment (stages, canopies, awnings, booths, umbrellas, archways, etc.), and all rental equipment must be approved in writing by Center staff 14 days prior to the event. Insurance will be necessary for the above items.
2. Open flames and fog/smoke machines are not permitted; candles must be in enclosed candleholders.
3. Community Center staff must approve plans for decorations at least 14 days prior to event. Masking tape only: no cellophane tape, duct tape, nails, tacks or staples are to be used for decorations. Decorations must be of fireproof or fire-retardant materials. At no time should exits be covered or obstructed. The use of glitter or confetti anywhere in the facility is strictly prohibited. A fine will also be assessed for any balloons lost to the ceilings.
4. Events requiring the rental of additional tables, chairs or equipment must be coordinated with Center staff.
5. Applicants are responsible for all persons present during set-up and clean up of event. Use of ladders during a rental is at the risk of the applicant.
6. Applicant renting the Activity Studio may not move the billiard table under any circumstances or a portion of your security deposit may be withheld.

CLEANING:

1. All clean up must be completed prior to check out time on the same day as the event. Applicants are responsible for: a) Depositing all refuse in garbage cans and trash dumpsters, b) Wiping clean all tables and chairs, c) Picking up trash, d) Removing all decorations.
2. A cleaning checklist will be completed before and after each rental by Center staff. The Center will provide the following: trash bags, paper towels, dust mop, wet mop, carpet spot remover, cleaning solutions, and vacuum.
3. Carpet stains must be removed promptly. Spots not properly cleaned during the event may be cleaned by Community Center staff; the expense will be deducted from your cleaning/security deposit.
4. Applicants paying for cleaning: Cleaning fees cover the community rooms only. Clients and caterers opting to use the KITCHEN must clean the kitchen facility upon departure.

Note: If you have any questions regarding any of these procedures do not hesitate to ask the Community Center staff.



Agoura Hills/Calabasas Community Center

RENTAL AGREEMENT

We are pleased to provide you with the location of your special event. As a condition of hosting your event, you must agree to the following:



I have reviewed, read, and fully understand the Facility Usage Guidelines and Policies and the terms and conditions contained therein.



I understand the fees I am subject to and responsible for under this contract, especially in the cases of changes or cancellations.



I understand the Community Center is not responsible for lost or stolen items.

Event Date

Type of Event

Printed Name

Signature

Date

How did you hear about us?

Newspaper _____ Magazine _____ Website _____ Radio _____

Other:



Agoura Hills/Calabasas Community Center

FACILITY USE APPLICATION

Applicant Information

Applicant: _____ Organization: _____

Name of Individual in Charge of Organization: _____

Address: _____ City/Zip: _____ / _____

Day Phone: _____ Night Phone: _____ Fax: _____

E-Mail: _____

Payment Information

Deposit paid by (circle one): Check Cash Credit Card (VISA or MC only)

Card # : _____ / _____ / _____ exp. _____ / _____

Event Information

Date of Event: _____ Type of Event: _____ # Attending: _____

Type (circle one): Standard 501(c)3/Non-Profit Government Other

Total Event Hours: _____ Time of Event: From _____ To _____ Guest Arrival Time: _____

Areas Requested: Agoura Rm. Las Virgenes Rm. Calabasas Rm. Activity Rm. Gymnasium
 Rock Wall Patio: Yes No Kitchen: Yes No

Will there be a fee charged at the door?

Yes No **If yes, appropriate licensing must be provided.**

Will event insurance be purchased from the AHCCC?

Yes No **If no, you must provide your own insurance.**

Will event insurance be provided by a Home Owner's Policy, or a Company's policy?

Yes No **If yes, you must name the AHCCC as additionally insured.**

Will alcohol be served?

Yes No **If yes, alcohol insurance and security guards must be purchased through the AHCCC.**

Will alcohol be sold?

Yes No **If yes, an Alcohol Beverage Control Permit must be on file with the AHCCC 30 days prior to event.**

Will additional equipment be brought into the facility?

Yes No **If yes, approval must be granted 14 days prior to event.**

Would you like to have a cleaning service provided by the AHCCC?

Yes No **If yes, a fee will be determined based on the size of your event.**

GENERAL RELEASE/WAIVER AND INDEMNITY AGREEMENT

I certify that I am volunteering to participate in the above program(s). I understand that participation in the program may include preparing for, travelling, receiving instruction, and engaging in the programs. I further certify that I am in good health and have no physical or other impediment which would endanger me while participating in the program. I realize that, by participating in this program, I will be exposed to a risk of injury or death. In consideration of permitting me to enroll in and participate in the program, I agree (on behalf of myself, my heirs, executors, administrators, and assigns) to release, discharge, waive, and relinquish the Joint Powers Authority (and its officers, agents, employees, and volunteers) from any and all liabilities, claims, or actions of personal injury, property damage, or wrongful death which arise out of or relate to the program, whether or not the liability, or claim, or action arises out of negligence or carelessness on the part of the Joint Powers Authority (or its officers, agents, employees or volunteers). I further agree (on behalf of myself, my heirs, executors, administrators and assigns) to indemnify, defend, and hold harmless the Joint Powers Authority (or its officers, agents, employees or volunteers) from any and all liabilities, claims or actions for personal injury, property damage, or wrongful death which arise out of or relate to my participation in the program, whether or not the liability, claim, or actions arises out of negligence or carelessness on the part of the Joint Powers Authority (or its officers, agents, employees or volunteers). I understand the dangers incidental to participating in the program and the need for safety precautions. I have read this general release, waiver and indemnity agreement and am fully aware of the legal consequences of signing it.

Signature _____ Date _____

APPLICANT MUST BE 21 YEARS OF AGE OR OLDER

27040 Malibu Hills Road, Calabasas, CA 91301 Phone 818-880-2993 Fax 818-880-2953