Auditorium Reservations - Commercial Rates

- Must show a valid California I.D. or Driver’s License and a Utility Bill if your correct address isn’t reflected on your I.D./Driver’s License.
- Reservations must be made AT LEAST 2 WEEKS in advance and NO MORE THAN 6 MONTHS prior.
- **NO ALCOHOL PERMITTED**; Citations will be issued, event will be subject to closure with the possibilities of loosing reservation privileges.
- Facility must be cleaned and ALL guests must be gone by 11:00 pm.
- You must include decoration and clean-up time in your facility rental hours.
- EVENT MONITORS are required for the following types of events: Wedding Receptions, Presentations, Events with 150+ guests or other special functions approved by the Department Director. **NO EXCEPTIONS!**

**MUNICIPAL AUDITORIUM – Maximum dining capacity 500 / Maximum assembly capacity 800**

- 4 Hour Minimum Reservation.................................................................................................................. $1600.00
- Each additional hour ........................................................................................................................... $400.00
- Kitchen Fee (optional - Flat Rate) ........................................................................................................ $160.00
- Room Set Up Fee (Flat Rate) .............................................................................................................. $495.00
- *Refundable Deposit.......................................................................................................................... $150-300 guests ($163), 301-500 guests ($326), 501-1000 guests ($457)

**BANQUET ROOM (Meeting Room ONLY) - Maximum capacity (tables & chairs) 100 / Maximum capacity (assembly style) 100**

- 4 Hour Minimum Reservation.................................................................................................................. $400.00
- Each additional hour ........................................................................................................................... $100.00
- Kitchen Fee (optional - Flat Rate) ........................................................................................................ $160.00
- *Refundable Deposit.......................................................................................................................... $165.00

**ROSE ARBOR - Maximum assembly capacity 110**

- Flat rate .................................................................................................................................................. $359.00

**Minimum Amount Due to Reserve Date:**

1. 150 % of the Total Room Rental Hours................................................................................................. $ 
2. FULL amount of Refundable Deposit ...................................................................................................... $ 
3. FULL payment of Kitchen Fee (if applicable) ....................................................................................... $ 
4. FULL payment for Rose Arbor (if applicable) ....................................................................................... $ 
5. FULL payment for Event Monitors (if applicable) ................................................................................. $ 
6. FULL payment for Room Set Up Fee (if applicable) ............................................................................. $ 

**Event Date:** ___________________________ **Time:** ___________________________

**Grand Total:** ___________________________ **Amount Due Today:** ___________________________ **Balance:** ___________________________

*Refundable Deposit; is refunded 4 to 6 weeks after the event if there were no damages made to the property during the event, and you vacate the facility on time.

All prices are subject to change without notice.