

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 losing 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)	150-300 guests (\$163), 301-500 guests (\$326), 501-1000 guests (\$457)
*Refundable Deposit	\$495.00

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
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Minimum Amount Due to Reserve Date:

1.50 % 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.