

Newark
COMMUNITY CENTER



Patio Room
85 Max



Social Hall
150 Max



Facility Rental Handbook

Weddings • Receptions • Birthdays

Anniversaries • Holiday Parties

Business Meetings • Special Occasions

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Rental Hours and Rates

Hall Capacity: Banquet Style 150 max

Hall Availability & Rates:

| | |
|------------|--------------------------------------|
| Friday: | Not available |
| Saturdays: | 8:00am - 10:00pm (7hr min, 9hr max) |
| Sundays: | 8:00 am - 10:00pm (4hr min, 9hr max) |

Exterior doors must be closed by 9:00pm. Must vacate the building by 10:00pm.

New prices below effective July 1, 2024.

Newark Resident & Commercial Rates

| | | |
|-------------------------------------|----------------------|--|
| <u>Saturdays:</u> | \$120/hour | <i>Name on contract and payment must match to receive resident rate.</i> |
| <u>Sundays:</u> | \$100/hour | |
| Damage/cleaning deposit: | \$500 (refundable) | |
| Add on (outdoor patio or 2nd room): | \$160 daily flat fee | |

Non-Resident & Commercial Rates

| | |
|-------------------------------------|----------------------|
| <u>Saturdays:</u> | \$130/hour |
| <u>Sundays:</u> | \$110/hour |
| Damage/cleaning deposit: | \$500 (refundable) |
| Add on (outdoor patio or 2nd room): | \$220 daily flat fee |

The maximum number of hours you may have for your activity is nine (9) hours. Closing hours of operation are set by City Council and CANNOT be exceeded. Please keep in mind that the closing time is not simply the time your event must end, but it is the time you must be done cleaning and completely out of the facility. Occupying the facility beyond your contracted time will result in a penalty charge of 1.5 times your hourly rate. After 10:00pm, the penalty charge is 2 times your hourly rate.

Holidays: The facility will be closed and unavailable for rental on the following City holidays: Christmas Eve, Christmas Day, New Years Eve, New Years Day

Hourly Fees: Your rental time includes any time that you or anyone from your party are in our facility and is time that you pay for. When deciding your hours, please include time for decorating, DJ and/or caterer set-up, as well as clean-up after your event. **Additional hours may be added no later than the 15th of the month prior.** Make sure anyone who you hire for your event is aware of this stipulation. If they come on their own at any time other than the hours stated, or if anyone stays later than expected, you will be charged for that time from your deposit. Please keep in mind that we charge by the hour. We do not prorate our fees for half-hour or quarter-hour intervals.

Rental Process

1. View the Newark Community Center Rental Handbook
2. Check availability & submit your date request online at: www.newarkca.activityreg.com
3. A \$500 refundable damage deposit will be charged once your date is approved.
4. Newark Recreation Staff will email your rental contract for review and signature
5. within 1-2 weeks.
6. Rental contract must be signed and returned within 48 hours of receipt.
7. All rental fees will be charged upon receipt of your signed rental contract.

Rental Policies

COVID-19 MANDATES: You are responsible for ensuring that all state and local COVID -19 mandates are being enforced during your rental. You understand that anyone not following these mandates may be asked to leave and your rental may be shut down with 100% forfeiture of rental fees and deposit.

SPECIAL NOTICE: Areas of the Newark Community Center may experience roof leaks during rainy weather. If rain is forecasted for your event, you may request a refund or reschedule for a later date within six months from the date of the original rental with no cancellation fees. Rescheduling due to rain must be done at least 72 hours before your event. After 72 hours, refunds will not be issued.

Adult/Minor Ratios & Security: A ratio of 1 adult (at least 21 years of age) per 15 minors must be met. Licensed security at the renters expense may be required based on staff's determination.

Open Flames: Approval for any type of open flame must be obtained from Alameda County Fire Prevention at 510-578-4218. This, however, does not apply to birthday candles, food warmers, or barbecues. Barbecues are allowed directly outside of the kitchen area on the blacktop at least 10' from the building and on the Outdoor Patio. Prior approval for Outdoor Patio area is required. A tarp must be placed underneath all outdoor cooking stations.

Canopies/Tents/Interactive Inflatables: Canopies, tents and interactive inflatables are allowed on the Outdoor Patio. You must rent the Outdoor Patio. Canopies that exceed 400 sq. ft. (with walls) or 700 sq. ft. (without walls) and tents that exceed 200 sq. ft. require a permit from Alameda County Fire Prevention at 510-578-4218. Interactive inflatables (i.e. bounce houses and jumpers) can be plugged in the main building. Interactive inflatables must be rented from a licensed and insured company and copies must be submitted before your event to ivy.nguyen@newarkca.gov

Personal Equipment: If you choose to bring in your own equipment (tables/chairs), it is your responsibility to set it up and take it down. Community Center staff cannot be held liable. All equipment brought into the facility must be removed by the end of your rental time. The City of Newark will not be held responsible for any equipment left overnight. We also cannot accommodate requests to store equipment prior to your event.

Cancellation/Rescheduling Policies:

Requests for cancellation and/or rescheduling of your event date require written notice to [Ivy Nguyen \(ivy.nguyen@newarkca.gov\)](mailto:ivy.nguyen@newarkca.gov). The refunded amount is determined by the following:

Notice of **more than 120 days** prior to rental date

- *All deposit and rental fees will be refunded, minus a \$15 processing fee*

Notice of **60-120 days** prior to rental date

- *All deposit and rental fees will be refunded, minus a \$15 processing fee if date can be rebooked. Forfeit of 100% of deposit if date cannot be rebooked.*

Notice of **less than 60 days** prior to rental date

- *Deposit and rental fees will be refunded minus a \$15 processing fee if date can be rebooked. Forfeit of 100% of deposit and 25% of rental fees if date cannot be rebooked. A no show on the day of your rental forfeits 100% of all monies paid.*

General Information

Room Set-Up:

Chairs and tables are included. It is your responsibility to select a pre-arranged room set-up at time of booking. Any changes to your set-up must be submitted no later than 30 days prior to your rental date. Staff will have your set-up complete by your start time and will take down once your event is complete. Chairs are metal sled base with a pearl grey seat and back. Large round tables are 72", cake table 48", and all rectangular tables are 2.5' wide. Set-up options will be sent to you by Newark Recreation Staff along with your rental contract. We may accommodate custom changes to the set-up options provided.

Decorating:

All tables must be covered by you and you may only use painters tape while decorating. Failure to comply with decorating policies may result in damage and cleaning charge.

Parking:

The parking lot is open to the public and may be limited during your event.

Kitchen:

Our kitchen features drive-up rear access. It is equipped with a commercial size refrigerator/freezer, microwave and 6 burner stovetop/oven. Rolling carts are available for transporting food and supplies. Our kitchen is not equipped with utensils, dishes, cleaning supplies, etc. The sinks in our kitchen are not equipped with a garbage disposal.

Frequently Asked Questions (FAQ)

What happens if I want to add more time to my rental after I have paid in full?

You may add extra hours no later than the 15th of the month prior of your rental.

May I add extra hours on the day of my rental?

No extra hours may be added on the day of your rental as staff has been scheduled accordingly to the contract signed. Please note that occupying the facility beyond your contract time will result in a charge of 1.5 times your hourly rate and may affect your future rental opportunities. After 10:00pm, the charge is 2 times the hourly rate.

Are there any restrictions on serving alcohol?

You may serve beer, wine, and champagne ONLY at your event at no extra charge. The selling of beer, wine and champagne requires the purchase of an ABC liquor license, which may be obtained from the state, with approval from the Newark Police Department. Hard alcohol as well as service to anyone under 21 are prohibited and will result in immediate closure of your event without refund. There are no alcoholic beverages allowed outside the facility, including the parking lot.

What do we need to do at the end of our rental?

Please follow the steps below. Staff will take down the set-up and sweep/mop floors. Consequences for not fulfilling your clean up obligation will result in additional cleaning and maintenance fees taken from your deposit. If your deposit does not cover the additional fees, your credit card on file will be charged.

1. Cleanup all areas used

- All trash is placed in the provided receptacles (halls, kitchen, restrooms, and Outdoor Patio)
- Remove all tape and decorations
- Remove all items brought in
- Discard ice in sinks, not on grass or in planter areas
- Clean any excessive spills
- Clean kitchen (if used)

2. Complete walk through with Building Attendant

3. Sign checkout paperwork

What is the process for receiving my deposit back?

Your deposit, minus any excessive cleanup/damage fees (if applicable), will be refunded in one of the following ways: original payment by *credit card will be refunded back to the same credit card within 2-3 days after your party; original payment by cash or check will be refunded to the contract holder via check and may take up to 3 weeks to receive. *Refunds of credit card payments made more than 3 months prior will be processed via check.

Will there be staff at my event?

Yes, there will be two on-site Building Attendants at your event.

Newark Community Center

City of Newark Recreation & Community Services Department
35501 Cedar Blvd., Newark, CA 94560

www.newark.org/communitycenter

Viewing Hours:

Wednesday evenings from 5:30-7:30 PM

Please use intercom upon arrival

Contact Ivy Nguyen

ivy.nguyen@newarkca.gov or (510) 578-4846

for more information.

*If you would like to make your reservation in person,
please contact Ivy for details.*