

Cancellation/ Rescheduling Policies

Requests for cancellation and/or rescheduling require written notice to ivy.nguyen@newarkca.gov. Refunds vary depending on how far in advance you cancel your date. They are determined by the following:

Notice of 120 days prior to rental date:

Deposit and rental fees will be refunded minus a \$15 processing fee.

Notice of 60-120 days prior to rental date:

Deposit and rental fees will be refunded minus a \$15 processing fee if date can be re-booked. Forfeit of 100% of deposit if date cannot be re-booked.

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.

Hall Viewing Hours:

Every Wednesday

5:30-7:30pm



**View current availability &
book online at**
newark.org/communitycenter



Newark Community Center Hall Rentals

35501 Cedar Blvd.
Newark, CA 94560

General Information

The award-winning Newark Community Center is centrally located near highways 84 & 880 in the beautiful 17-acre Newark Community Park, ideal for groups of up to 150 for special occasions or business meetings. Our Center offers amenities such as an attractive, multi-terraced private outdoor patio (additional fee), spacious kitchen including 6 burner stove top/oven, microwave, sink & large refrigerator/freezer combo, tables/chairs, and air conditioning.

Rental Process

1. View the Newark Community Center Facility Rental Handbook (PDF)
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 within 1-2 weeks
5. Rental contract must be signed and returned within 48 hours of receipt
6. All rental fees will be charged upon receipt of your signed rental contract



Social Hall (150 max)



Patio Room (105 max)



Outdoor Patio

Availability

Saturdays: 8:00am-10:00pm

7hr minimum, 9 hr maximum

Sundays: 8:00am-10:00pm

4hr minimum, 9 hr maximum

Newark Resident & Commercial Rates

Saturdays: \$120/hour

Sundays: \$100/hour

Add'l add on: \$160 daily flat rate

Non-Resident & Commercial Rates

Saturdays: \$130/hour

Sundays: \$110/hour

Add'l add on: \$220 daily flat rate

All Rentals Include:

- On-site building attendant
- Chairs
- Tables
- P.A. system
- Podium
- Trash cans/bags
- Setup & take down of your chosen pre-arranged layout
- Use of kitchen