

ALTA VISTA COMMUNITY CENTER
715 Julia Avenue Redondo Beach, CA 90277
(310) 318-0670

The Alta Vista Community Center includes a 2,000 square foot multi-purpose room, which features wood floors, high ceilings, a panoramic view of the park and an adjacent patio. It accommodates 160 for meetings or 125 for dining. Also available for rental is a kitchen with sink, refrigerator, microwave oven and stove/oven unit, nine 6' banquet tables, thirteen 60" round tables and 160 chairs. Visit our website for photos: redondo.org/facilities/altavista.htm

Reservations must be made by persons 21 years of age or older with photo ID, no more than six months in advance. You may have only one reservation on the books at a time. Reservations do not include grass field, play equipment, or surrounding picnic tables. *Personal barbecues may not be brought in.* **Reservations must be paid in full at time of application; including hours allotted for decoration and clean-up. Non-profit groups must pay with organization checks no cash accepted.**

Alcoholic Beverages and Tobacco products of any kind are strictly prohibited.
Amplified sound is not permitted at any time. No live bands.

COMMUNITY CENTER FEES

Private Parties and Organizations:

Three Hour minimum

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| ➤ Multi-Purpose Room | \$80.00/hr. |
| ➤ Kitchen | \$40.00 flat fee |
| ➤ Set-up/Takedown of Tables & Chairs | \$40.00 flat fee |
| ➤ Maintenance Fee (non-refundable) | \$50.00 flat fee |
| ➤ Refundable Cleaning/Damage Deposit | \$100.00 |
| ➤ \$35.00 per hour additional charge for use after 10:00 p.m. weekdays or 8:00 p.m. weekends to cover cost of after hours staffing. If event continues beyond your scheduled reservation time, you will be charged for the additional time and staffing. | |

Government Agencies/Non-Profit Organizations:

For example, Little League, AYSO, Girl or Boy Scouts, PTA, or other organizations that is open to the public.

Non-profit organizations are restricted to non-recurring organization meetings only. No private events are permitted.

The community center can only be booked for **organization meetings**; not to exceed 3 hours, and twice in a twelve month period. No special events, personal parties such as birthdays, showers, holidays, weddings, etc. Proof of non-profit status is required. The deposit check, payment check, & name of organization must all correspond. *NO EXCEPTIONS.*

Any organization charging/collecting fees for an event, and/or offering food or merchandise for sale must pay for their reservation.

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| ➤ Multi-Purpose Room | No Fee |
| ➤ Kitchen | \$40.00 flat fee |
| ➤ Set-up/Takedown of Tables & Chairs | \$40.00 flat fee |
| ➤ Maintenance Fee (non-refundable) | \$50.00 flat fee |
| ➤ Refundable Cleaning/Damage Deposit | \$100.00 |

PICNIC SHELTER FEES

The picnic shelter includes five tables, a deep sink and one gas grill (*available upon request*). It will accommodate up to 35 people. Moon bounces, water balloons, skateboards, scooters, bicycles and rollerblades are prohibited. Please check in with staff upon arrival and prior to departure.

All Groups (35 people max.)

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| ➤ 4-hour Time Block | \$40.00 flat fee |
| ➤ Refundable Cleaning Deposit | \$100.00 |
| ➤ Grill | \$8.00 |

Rules for Use of Alta Vista Community Center & Picnic Site

• Applicant's Responsibilities:

Multi-Purpose Room:

- ✓ Close all doors and lock windows, including kitchen window.
- ✓ Pick up trash and empty all barrels into trash bins located at the northeast corner.
- ✓ Everything brought into the facility, including rented furniture and equipment is to be removed at the time of your departure. The City of Redondo Beach is not responsible for the safekeeping of any property left behind.
- ✓ Complete form entitled "User's Cleaning Responsibilities" and accompany attendant on walk-through prior to return of cleaning deposit.

Food Serving Areas:

- ✓ Empty all trash barrels.
- ✓ Serving areas must be cleaned thoroughly after each use. Wash with soap, dry, and return all items to their proper storage locations.
- ✓ Do not leave food or other items in refrigerator or cabinets.
- ✓ Kitchen may be used only for food warming.

Barbecue Area:

- ✓ Pick up trash and empty barrels into large trash bins located outside Community Center at the northeast corner.
- ✓ Turn off gas barbecue and tank valve.
- ✓ Do not pour grease into sink.
- ✓ No charcoal or propane-fueled barbecues may be brought into facility.

- No decorations are allowed on walls, ceilings, or floors. Tables may be decorated with centerpieces and/or balloons.
- Use only flameproof decorations. Candles and open flames are not permitted.
- No paper or plastic confetti may be used.
- No straw or hay may be used for decoration.
- All decorations must be removed at event's conclusion.
- City property and equipment, is to be handled with care and may not be removed from premises.
- No City property will be modified by applicant.
- Advertising or promotion to the public of events held at the Community Center is forbidden.
- Extended reservation privileges are not assured beyond the times on the application. Applications are subject to Department cancellation at any time.
- The initial fee is refundable upon written request at least seven days prior to the date of the reservation. An administrative fee of \$25.00 will be deducted from all refund requests.
- Your set-up diagram must be turned in no later than one week prior to event date.
- Premises must be vacated by 12:00 midnight in consideration of the residential neighborhood around the park.
- **Absolutely no moon bounces allowed anywhere at Alta Vista site.**
- **Amplified sound is not permitted at any time.**
- **TOBACCO PRODUCTS OF ANY KIND ARE STRICTLY PROHIBITED.**
- **ALCOHOL BEVERAGES ARE STRICTLY PROHIBITED.**
- **IMPORTANT:** Anyone using the Community Center or picnic area must keep party members in the building or in the south area. Running, noise and games are not permitted around or on the tennis courts or walls.
- Please notify the Department office (318-0670) of any breakage, equipment malfunction, or other problems encountered with the building or outside area.

READ AND SIGN: I hereby agree to indemnify and hold harmless the City of Redondo Beach, its officers, elected and appointed officials, employees, and members of boards, commissions, and volunteers from any and all liability from damages, loss or injuries, either to persons or property which may be sustained while engaged in activity conducted by or in connection with the City of Redondo Beach and/or sponsored by the City of Redondo Beach.

I have read and understand the Alta Vista site rules:

Signature: _____

Date: _____