



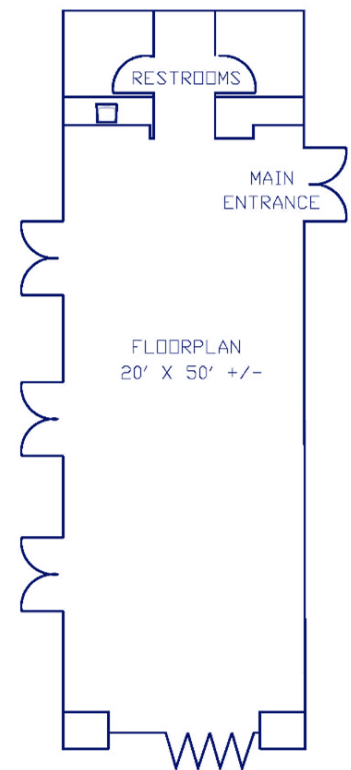
City of Solana Beach

# Fletcher Cove Community Center Facility Rental Application

Parks and Recreation Department

(858) 720-2453

Facility use hours:	Friday: 5pm-10pm Saturday: 11am-10pm Sunday: 11am-10pm
Maximum occupancy:	50 (if tables are used), 99 (standing or chairs only)
Facility use includes:	1,100 square foot facility with restrooms
Number of tables available:	10 (6 feet long / rectangle)
Number of chairs available:	100
Equipment available for use:	Projector screen, projector, refrigerator, microwave, podium
Parking spaces available:	2 Handicapped spaces and additional parking available in nearby City lots (see map). Parking in the nearby residential area is discouraged.





Community Center: Inside



Community Center: Outside

## FEE SCHEDULE

### FRIDAY, SATURDAY, AND SUNDAY SPECIAL EVENTS

Refundable Security/Damage Deposit Required. The security deposit will be refunded if all terms of the rental agreement, including compliance with the rules and regulations, have been satisfactorily met.

### REQUIRED FEES AND DEPOSITS

Paid at time of reservation. Checks or money orders are to be made payable to the "CITY OF SOLANA BEACH."

Hourly rate (2-hour minimum required) (Non-resident must be resident co-sponsored)	<b>\$50 Resident</b> <b>\$150 Non-resident</b>
Custodial Cleaning Fee (pass through cost) (nonrefundable)	<b>\$150</b>
Security Deposit if facility left "same condition as when arrived" (refundable)	<b>\$500</b>
Trained Contract Staff Fee (pass-through cost)	<b>\$28 hourly rate</b>
Insurance (see next paragraph)	<b>\$103.53 or \$166.53</b>

### INSURANCE

All applicants are required to provide liability insurance. Applicant's individual general liability insurance may be used if endorsed to show City of Solana Beach as additional insured for the dates/times of the event, in the amount of \$2,000,000 per occurrence; or applicant may purchase insurance through the City of Solana Beach Special Events Insurance Carrier.

City Purchased Insurance (pass-through cost)	<b>\$103.53</b>
City Purchased Insurance (w/alcohol) (pass-through cost)	<b>\$166.53</b>

### CANCELLATION

- 90% of fees paid shall be refundable if the request is made to cancel the event within 90 days of the event.
- 50% of fees shall be refundable if the request is made within 60 days of the event.
- No fee refund shall be granted if the event is canceled less than 30 days prior to the event.
- Full Security Deposit will be refunded if event canceled at any time prior to the event.

## USE RESTRICTIONS FOR FRI/SAT/SUN EVENTS

Application to use City facilities must be made on application forms provided by the City and submitted not less than thirty (30) days prior to the date of the proposed event.

### TYPES OF EVENTS

- Non-commercial events only (SBMC 11.40.040C).
- All events must be reserved by an adult at least 21 years old.
- City events will take priority over private events.

### DAYS OF EVENTS

- Events shall be scheduled on Friday, Saturday, and Sunday only. No weekday events.
- A maximum of two events per weekend.
- Facility may not be reserved on these holidays (New Year's Eve, New Year's Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day).

### HOURS OF EVENTS

- Friday: 5pm - 10pm
- Saturday: 11am - 10pm
- Sunday: 11am - 10pm

\*RESERVATION MUST INCLUDE ALL SET-UP AND CLEAN-UP TIME\*

If event starts prior to, or extends beyond agreed upon time, there could be penalties or fines and loss of security deposit (SBMC 11.40.120).

### PARKING

- There are 14 spaces in front of FCCC (southbound Plaza Ave, not reserved) plus the 2 ADA accessible spots at the facility. A loading zone of two spaces will be provided.
- Additional parking is available in nearby public lots (see map on page 9).
- Parking in the nearby residential area is discouraged.

### MUSIC & NOISE

- All sound must adhere to all applicable sound level limits in accordance with Section 7.34.040 of SBMC (50 Decibels/Residential Zone). No amplified sound after 10pm.
- Violations of City noise ordinance may result in penalty per Section 7.34.190 of SBMC.
- All street-facing (easterly) windows and doors shall be closed while music is playing, or amplified sound is occurring.
- Must comply with the City's Noise Ordinance.

## **ALCOHOL**

- If requested and approved: alcohol may be served (beer, champagne, and wine only).
- An Alcohol Server is required (designated by applicant), regardless of the number of attendees, and must complete the City's 15/min Server Training prior to the event.
- The Alcohol Server must be 21 years of age or older, and may not be consuming.
- Shall not be served to people under 21.
- If outside consumption is requested and approved, only the grass area immediately south of the building and patio areas on west and south sides (see attached map) may be used, with approved security barriers installed.
- Events where alcohol is served must not be open to the general public. Invited guests only.
- No self-service is allowed.

## **TRAINED CONTRACT STAFF**

- Trained Contract Staff (designated by City) is required (\$28/hr.) for all events to enforce the policies and regulations, open and close facility, and complete the "Condition of Facility" report.
- In most cases, one Contract Staff person will be required. However, more than one staff could be required by the City, based on the size and scope of the event.

## **DECORATIONS**

- No tape, nails or staples shall be used to affix decorations to walls inside or outside the building.

## **OPENING AND CLOSING**

- Opening of the building will occur at the approved upon start time. No prior access permitted.
- All doors and windows shall be closed and locked, and all interior lights shall be turned off at the conclusion of the event.
- All personal property is to be removed at the conclusion of the event.

## **SET UP/CLEAN UP**

- Facility will be available at predetermined start time. No further "set up" time is allowed.
- Garbage and trash generated from the event, including the building and adjacent grounds, shall be collected and removed (off-site) at the conclusion of the event.
- City shall provide services to clean the facility and restrooms (utilizing the \$90 non-refundable cleaning fee).
- Rental equipment pick-up must take place during reservation time, or deposit will be forfeited.
- If the facility is left in satisfactory condition and the event was in compliance with all rules and regulations, a refund of the security deposit will be issued approximately three to four weeks after the date of the facility use.
- City is not responsible for lost or damaged items.

## **NO SMOKING POLICY**

Smoking is prohibited at all times in or on public property.



## PARKING OPTIONS

1. **Plaza Street North Parking Lot**  
 (116 North Highway 101)  
 Number of parking spaces = 24  
 Approx. distance to FCCC = 0.1 miles
2. **Plaza Street South Parking Lot**  
 (116 North Highway 101)  
 Number of parking spaces = 23  
 Approx. distance to FCCC = 0.1 miles
3. **Fletcher Cove Parking Lot**  
 (101 South Sierra Avenue)  
 Number of parking spaces = 33  
 Approx. distance to FCCC = 0.1 miles
4. **Distillery Parking Lot**  
 (140 South Sierra Avenue)  
 Number of parking spaces = 82  
 Approx. distance to FCCC = 0.2 miles
5. **423 South Sierra Avenue**  
 Number of parking spaces = 37  
 Approx. distance to FCCC = 0.4 miles
6. **Street parking on Southbound Pacific**  
 Avenue in front of Community Center  
 Number of parking spaces = 13



## AERIAL VIEW



## SECURITY BARRIERS

Applicant must setup and take down the 23 connecting security barriers, as indicated above, if outside consumption of alcohol is requested and approved.

# Rental Application

Please read "use restrictions" section before completing application.

Applications may be submitted in person or mailed to:  
City of Solana Beach  
Parks and Recreation Department  
635 S. Hwy 101  
Solana Beach, CA 92075

Applications will be processed in the order received.

The City may refuse or cancel any application for reasons such as unsatisfactory prior use, non-payment of fees with application, facility is not available, application submitted less than 30 days prior to proposed event.

The City reserves the right to limit the number of daily, weekly, or monthly uses by any one group so that the entire community may make use of the limited facilities available.

Today's Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Form of ID Provided \_\_\_\_\_

Requested Event Date \_\_\_\_\_

Set Up Time \_\_\_\_\_ to \_\_\_\_\_ Actual Event Time \_\_\_\_\_ to \_\_\_\_\_

Tear Down Time \_\_\_\_\_ to \_\_\_\_\_ **Total Facility Use Time (# of hours)** \_\_\_\_\_

Name of Event \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

Check all that apply:  Private Event  Open to the Public  Minors Present

## TYPE OF EVENT

Please check one:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Ceremony       | <input type="checkbox"/> Family or Class Reunion | <input type="checkbox"/> Company Party |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Anniversary             | (non-business promoting)               |
| <input type="checkbox"/> Memorial       | <input type="checkbox"/> Wedding or Reception    | <input type="checkbox"/> Other _____   |

**ADDITIONAL INFORMATION**

Will food be served?  Yes  No

Will beverages be served?  Yes  No

Will there be amplified sound?  Yes  No

Will alcohol be served?  Yes  No

Was Sound Permit Form submitted?  Yes  No

Additional equipment required from the City:  Podium  Projector Screen  Projector

Will you be using any vendors for services such as food, photography, rentals, decorating, or entertainment?  Yes  No

If yes, list the name, address, and phone number for each business (caterer, entertainers, photographer, rental equipment, DJ, etc.) that will be used at your event. \*Inflatable Fun Jumps are prohibited.

\*\* Please use additional sheet of paper if necessary.

# Insurance Requirements

Individuals and organizations wishing to use the facility are required to provide proof of general liability insurance coverage. The Applicant SHALL provide the Certificate of Insurance and an endorsement listing the City of Solana Beach, its officers, officials, employees, volunteers, and representatives as an additional insured with liability coverage of \$2,000,000 per occurrence and subject to an annual aggregate of \$2,000,000, as a minimum. Insurance must be primary and noncontributory on an endorsement which shall also be provided to the City. The Applicant agrees to provide insurance coverage as required, or to purchase City-provided insurance through the City's policy.

\_\_\_\_\_ (applicant initials)

I, \_\_\_\_\_, Applicant, certify that I have been given a copy of the facility use policy, rules, regulations, and guidelines, and I agree to comply with all of its provisions.

\_\_\_\_\_ (applicant initials)

I, the undersigned, hereby certify to abide by the regulations governing said facility and agree to abide by all laws and City facility rules and policies. Further, I agree to be personally responsible for any damage/loss sustained by the grounds, building, furniture, or equipment, or clean up occurring as a result of the special event. If any damage/loss to any of the above is found after event, arising or caused by use of said facility, the security/damage deposit will be kept in the amount of the estimated damages/losses. If the damage/loss amount exceeds the deposit amount, the City of Solana Beach will bill the Applicant for any remaining balances due.

\_\_\_\_\_ (applicant initials)

The Applicant waives all claims against the City of Solana Beach (herein known as "CITY"), its officers, agents and employees, for losses or damages caused by, arising out of, or in any way connected with the exercise of this permit and Applicant agrees to hold harmless, indemnify, and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by Applicant of the rights hereby permitted, except those arising out of the sole negligence of City.

\_\_\_\_\_ (applicant initials)

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Hourly Rental Rate: \$50.00 \_\_\_\_\_

Total Hours: \_\_\_\_\_

Total Hourly Rental Fees Due: \$ \_\_\_\_\_  
\$103.53 or \$166.53

Deposit Amount Due: \$500.00 \_\_\_\_\_

Insurance Fee Due: (w/alcohol) \_\_\_\_\_

Cleaning Fee Due: \$150.00 \_\_\_\_\_

Trained Host Amount Due (\$28/hr.): \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_