

HALL EVENT FEE INFORMATION

EVENT CONFIRMATION:

Events are scheduled on a first-come, first served basis. A date can be reserved at the Hunt Branch Library upon completion of a signed contract and collection of a deposit totaling to 50% of the rental fees. The remaining 50% of the rental fees will be due 60 days prior to the event date. **All refundable damage deposits are due no later than 30 days prior to the event.**

STAFF FEES:

Staff Fee \$30/ hr per staff

The Hunt Branch Library requires 2 Parks and Recreation staff members to be on site. Staff will be responsible for setting up and tearing down the included rental equipment provided by the Hunt Branch Library. All other set-up and clean-up will be the responsibility of the renter(s) and their vendors. **A third staff member is required for events with more than 150 guests.**

Cleaning Fee \$250

The cleaning fee is used to cover the costs of professional cleaning services for the recreational facility.

CATERING OPTIONS

All food brought to the Hunt Branch Library must be provided by a licensed caterer or restaurant. Restaurant receipts for all food at the events must be provided on the event date for liability purposes. All food must be prepared in a restaurant quality commercial kitchen off site. **Home cooked food is not permitted at the Hunt Branch Library.**

Kitchen Use

Hunt Branch Library only allows licensed vendors with health permits & insurance to access the facility kitchen. These documents must be submitted to and approved by Facility Rental office prior to event date. Most caterers will request access to our kitchen for use as a staging area. **This space includes the use of the ice machine, sink, and refrigerator.**

Fire Permit Required

A fire permit will be needed and acquired with the City of Fullerton's Fire Department, and submitted to Hunt Branch Library's Facility Rental office. **Required fire permit for open flame, candles, outdoor LPG heaters, on-site cooking.**

On Site Cooking Fee \$250

This fee can be added to rental permits, and allows on site cooking equipment in a pre-zoned parking lot location. A fire permit will also need to be acquired with the City of Fullerton's Fire Department, and submitted to Facility Rental office. Detailed instructions and an outlined map will be provided when adding this fee onto a rental.

ALCOHOL GUIDELINES:

Alcohol Fee \$150

The City of Fullerton will allow the use of alcohol under controlled circumstances. The event is responsible for obtaining all necessary State of California beverage control licenses. All alcohol must be served to persons over the age of 21 and by a certified bartender. These documents must be submitted to and approved by Facility Rental office. **The service of alcohol is limited to a maximum of 6 hours.** No glass bottles are to be served to any guests at any time.

SECURITY GUARDS:

\$35/hr per guard

Security guard(s) are required for all events with alcohol service. Guards are required to be present upon start of alcohol service, and stay until the end of clean-up time. Guards will be ordered by Facility Rental staff and will be paid by the renter.

RENTAL & SECURITY DAMAGE DEPOSITS:

Security Deposit \$500: Returned if no damage is done to the property, space is left cleaned, and rental is completed on time. Failure to clean premises will result in a forfeiture of deposit. Rental time frame must be adhered to, setting up at the facility earlier than what is stated on your contract will result in a deduction of your security deposit.

Music \$250: Returned if music is kept to a decibel of less than 55 and the police are not called.

Music must end by 9:00 pm (Front Lawn) and 1 hour before event time (Hall and Multi-Purpose).

Alcohol \$250: Returned if there are no issues related to alcohol, and the Police Department is not called or needed throughout the event duration.