

MULTI-PURPOSE ROOM EVENT FEE INFORMATION

EVENT CONFIRMATION:

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 non-refundable rental fees. The remaining 50% of the rental fees will be due 2 months prior to the event date and at the time of a preliminary event details meeting. A **refundable damage deposit** may apply and will be due 1 month prior to the event date.

STAFF FEES:

Staff Fee \$30/ hr per staff

Hunt Branch Library requires staff members to be on site during all events. Hunt Branch Library 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.

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 Usage

The 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 the Hunt Branch Library's Facility Rental office prior to event date. Most caterers will request access to our kitchen for use as a staging area. This kitchen includes the use of the ice machine, sinks, refrigerator, and microwave.

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 the Hunt Branch Library's 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 and approved by the Hunt Branch Library's Facility Rental office. **The service of alcohol is limited to a maximum of 5 hours.** No glass bottles are to be served to any guests at any time.

SECURITY GUARDS:

\$35/hr per guard

Security guards are required for all events with alcohol service. Events with more than 150 guests require 2 security guards on site, and will be ordered by the Hunt Branch Library. Guards are required to be present upon start of alcohol service, and stay until the end of clean-up time.

RENTAL & SECURITY DAMAGE DEPOSITS:

The below listed refundable security damage deposits may be required, and if so, will be due 1 month prior to the event date.

Multi-Purpose Room \$100: Returned if no damage is done to the property, space is left cleaned, and rental is completed on time.

Alcohol \$100: Returned if there are no issues related to alcohol, and the Police Department is not called or needed throughout the event duration.