

**CYPRESS NEIGHBORHOOD CENTER
FACILITY RENTAL FEES**

Class 2: Fontana non-profit civic groups and 501c3. Must show proof of non-profit status.	Class 3: Private events hosted by Fontana residents, must show proof of residency.		Class 4: Private events hosted by non-residents or profit making companies	
Multipurpose Room				
Stage Area -28, Capacity – 286 theatre 133 banquet style Round Tables (5ft.): 33 Rectangular Tables (6 ft.): 12	Weekday		Weekend	
	Event	Idle	Event	Idle
Non-Profit	\$50/hour	\$20/hour	\$50/hour	\$35/hour
Fontana Residents	\$60/hour	\$20/hour	\$60/hour	\$35/hour
Non-Residents	\$85/hour	\$20/hour	\$85/hour	\$35/hour
Josephine Knopf Center				
Capacity – 144 theatre 53 dining style Rectangular Tables (6ft.): 13	Weekday		Weekend	
	Event	Idle	Event	Idle
Non-Profit	\$35/hour	\$20/hour	\$35/hour	\$35/hour
Fontana Residents	\$40/hour	\$20/hour	\$40/hour	\$35/hour
Non-Residents	\$65/hour	\$20/hour	\$65/hour	\$35/hour
Room C (50)				
Non-Profit	\$25/hour			
Fontana Residents	\$40/hour			
Non-Residents	\$60/hour			
Small Room (30)				
Non-Profit	\$25/hour			
Fontana Residents	\$40/hour			
Non-Residents	\$60/hour			
Event Insurance				
	EVENTS WITH NO ALCOHOL		EVENTS WITH ALCOHOL	
100 or less guests	\$83.32		\$148.97	
101 or more guests	\$116.15		\$181.82	
All renters are required to provide proof of financial responsibility by means of liability insurance in a \$1,000,000 general liability insurance coverage per occurrence or \$2,000,000 for general aggregate naming in the City of Fontana, its officers, agents, and employees as additional insured. If client cannot provide coverage, they may purchase insurance for the day, from the City of Fontana.				

Facility Deposit		
Josephine Knopf Center and Meeting Rooms		\$150
Multipurpose Room		\$350
Alcohol Deposit		Additional \$500
100% of the facility deposit is due at the time of the reservation and the remaining balance is due no less than 30 days prior to the reservation date.		
All rentals that serve alcohol require an alcohol deposit and additional alcohol insurance, pending approval. Only beer, white wine, and champagne can be served, with an alcohol content under 20%. All alcohol must be served by a pre-approved certified bartender. Beer, wine, and champagne can only be served in a non-glass, clear container for a maximum of 4 hours, and no later than 10pm, or one (1) hour before the end of the scheduled event. No alcohol will be allowed, if guest of honor is less than 21 years of age. In addition, alcohol will be prohibited when “the majority (50% plus one) of guests in attendance will be under the age of 21.		
Miscellaneous Fees		
Catering Kitchen	\$75 per day	The kitchen is designed for food warming and serving only, as cooking is prohibited. Catering services require a valid San Bernardino County Healthy Permit, a valid City of Fontana Business License and business insurance.
Security Guards	\$68.16 per hour	A minimum of two security guards will be required anytime there are over 100 guests, music entertainment, and/or alcohol being served. Security guards will be arranged by the Community Services Staff.
Cancellation Policy		
When applicable, refund checks, including refundable deposits, are issued to the payee within 4-6 weeks after the conclusion of the reservation.		
Cancellations requested at least 60 days prior to the reservation date will receive 100% of refund, minus a \$150 cancellation fee and a \$10 processing fee. Cancellations requested less than 60 days prior to the reservation date will result in loss of 100% of fees paid, plus a \$10 processing fee.		
<ul style="list-style-type: none"> • All rentals require a minimum of a four (4) hour reservation period. • DJ’s and/or live music are to play only during the scheduled event time. Music must end no later than 11pm, or one (1) hour prior to the end of the reservation. • All vendors must have insurance: bartender, DJ, live music, caterer, etc. • *Cypress Neighborhood Center does not offer set up or cleaning up accommodations. • *Events must conclude at 11pm: facility must be cleaned and cleared by midnight. • *Fees <u>always</u> subject to change. 		

For more information or to make a reservation, please contact (909) 349-6988 or rentals@fontana.org.

8380 Cypress Ave. Fontana, CA 92335

