

Don Day Neighborhood Center

Facility Rental Fees

Class 2 – Non-Profit Groups	Class 3 – Fontana Residents	Class 4 – Non-Residents
Fontana non-profit groups, must show proof of 501 (c) 3 status	Private events hosted by Fontana residents, must show proof of residency	Private events hosted by non-residents or profit-making companies

Room Rates

Large Room

Capacity – 140	Non-Profit	Fontana Resident	Non-Resident
	\$52 per hour	\$73 per hour	\$110 per hour

Small Room

Capacity – 30	Non-Profit	Fontana Resident	Non-Resident
	\$26 per hour	\$42 per hour	\$45 per hour

Deposits

	Facility Deposit	Alcohol Deposit
Small & Large Room	\$350 or \$500 based on total of fees	\$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, 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. Permission to serve alcoholic beverages shall not be granted for any event where the guest(s) of honor(s) is/are under the age of 21, or the majority (50% plus one) of guests in attendance will be under the age of 21.

Miscellaneous Fees

Warming Kitchen	\$78 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 insurance.
Security Guards	\$30.20 per guard/ per hour	Security guard services (a minimum of two 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 Department Staff.

Special Event Insurance

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 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. Insurance rates will be calculated at time of contract finalization.

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 \$157 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.

Additional Information

- All rentals require a minimum of a four (4) hour reservation period.
- All applicants must be present during the entirety of the scheduled reservation.
- 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.

Hourly Rental Fees Include:

- 6ft. Rectangle Tables*
- Folding Chairs*
- iPod connection
- CD Player
- Sound System

**The permit holder is responsible for setting up and cleaning up the tables and chairs.*

For more information or to make a reservation, please contact (909) 349-6996 or rentals@fontana.org.

WWW.DONDAY.FONTANA.ORG

Don Day Neighborhood Center | 14501 Live Oak Avenue | Fontana, CA 92337





City of Fontana

Rental Policies and Procedures

Payment Policy

- Deposits can be made by cash, credit card (Visa, MasterCard, Discover, and American Express), personal check, or money order.
- All fees must be paid in full 30 days prior to the event.
- Reservations made less than thirty (30) days must be paid in full by credit card, cash, or money order. Personal checks will not be accepted.

Cancellation and Deposit Refund Policy

- Cancellations made at least 60 days prior to the event will receive full refund **minus** processing fee (\$10) and cancellation fee (\$150).
- Cancellations made less than 60 days prior to the event will forfeit all fees paid.
- Deposit(s) will be refunded if no damage occurs. Damage that exceeds the cost of the deposit will be the responsibility of the contract holder.
- Refunds take up to 6 weeks to be reimbursed. All refunds will be reimbursed in the form of a check. If mailing address has changed, please notify the rental's coordinator to update personal information.

Alcohol Policy

- Alcohol is not permitted if the guest of honor is under 21 years of age.
- Beer, white wine, and champagne are the only alcoholic beverages that can be served.
- All alcohol must be served by a certified bartender. Bartender certificate must be submitted at least 30 days prior to the event.
- Alcohol may only be served and consumed in a clear plastic container within the banquet room. Beverages are not permitted outside of the banquet room; this includes the patio.
- Alcohol may only be served for a maximum of four (4) hours. Serving of alcohol must stop one (1) hour prior to the end of the event.
- No persons under the age of 21 will be permitted to serve or consume alcohol.

Warming Kitchen Policy

- If serving food, kitchen rental is required.
- If having event catered, the following must be submitted thirty (30) prior to event:
 - San Bernardino County Health Permit
 - Fontana Business License
 - Business Insurance
- Cooking is not permitted. All food must be pre-cooked and pre-made offsite. Kitchen is utilized to keep food at a specific temperature.
- Linens, dishware, and other kitchen equipment will be the responsibility of renter.

Clean-up Policy

- Event must end precisely at the scheduled clean-up time.
- Renter is responsible, but not limited to; disposing all trash, sweeping of floors, and mopping any spills left after the event has concluded, including the kitchen. Trash bags are provided by facility rental staff.
- Failure to clean after event or insufficient cleaning may adversely affect the return of deposit(s) paid.

Security Guard Services Policy

- Security guard services (a minimum of two) are required anytime rental exceeds more than 101 guests, music/entertainment, i.e. DJ, Live Entertainment, and/or if alcohol is being served.
- Security guard services are required to be present for the entire duration of the event and during cleanup time, however they are not required during the setup prior to the event. Security guard fees can be found in the attached fee sheet.

Insurance Policy

- All renters are required to provide proof of liability insurance naming the City of Fontana and its officers, agents, and employees as additionally insured. This can be purchased through the City.
- Insurance must be in \$1,000,000 general liability insurance per occurrence and \$2,000,000 for general aggregated.
- Refer to attached fee sheet for insurance fees.
- All vendors providing services on City property must show proof of insurance. The list of vendors are, but not limited to:
 - Caterer
 - DJ
 - Bartender
 - Photo Booth
 - Live Entertainment
- Vendors insurance cannot be purchased through the City.
- Insurance Holder on the Certificate of Insurance must state the following:
 - City of Fontana
8353 Sierra Ave.
Fontana, CA 92335

Basic Decoration Policy

- The following items are not permitted
 - Fire candles (LED candles OK)
 - Glitter/Confetti
 - Fog Machine
 - Helium (all balloons must be air filled)
 - No tape, tacks, staples, or any adhesive that may cause damage to interior walls

**** All dates are first come first serve according to the applications that are submitted to the Don Day Neighborhood Center. Application must be date/time stamped in order to be accepted. For additional information, contact 909-349-6997.**