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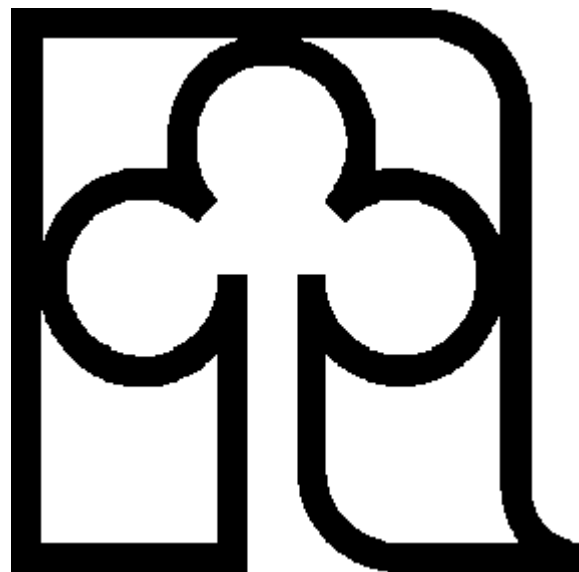
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# *Welcome to the Newark Community Center*

The award-winning Newark Community Center is ideal for groups of up to 160 for special occasions or business meetings. Centrally located near Highways 84 and 880 in the beautiful 17-acre Newark Community Park, the center offers amenities such as an attractive, multi-terraced private outdoor patio, spacious kitchen facility, equipment set-up and take-down of your event, ample off-street parking, and air conditioning.

Reservations are available for weekends only and may be made up to one year in advance of your event. Priority is given to Newark residents for simultaneous requests. The Newark Community Center is closed; however, walk in hours to view the Newark Community Center are Wednesdays, 6:00-7:30pm. Rental reservations for this facility must be made at the Newark Senior Center, 7401 Enterprise Drive, Newark, Monday—Friday, 9:00am-2:30pm. Contact Jessica at 510-578-4852 or email: [jessica.gurule@newark.org](mailto:jessica.gurule@newark.org) for more information.

Your reservation includes the use of our kitchen, tables, chairs, podium, public address system, and any other equipment we have available. Room capacities are set for your comfort and safety and must be adhered to.

This brochure provides information to assist you in determining if our facility is the best choice for you. Please call our office with your event details if you have any questions. We welcome the opportunity to be of service to you.

City of Newark  
Recreation & Community Services Dept.

# Newark Resident & Commercial Rates

**Fridays & Sundays:** *Minimum four (4) hours rental time required.*

Damage/Cleaning Deposit	\$300
Social Hall (or Patio Room*)	\$85 per hour
Add on Second Room and/or Outdoor Patio	\$150 “add on” fee/space (in addition to hourly fee noted above)

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**Saturdays & Holidays:** *Minimum seven (7) hours rental time required.*

Damage/Cleaning Deposit	\$300
Social Hall (or Patio Room*)	\$100 per hour
Add on Second Room and/or Outdoor Patio	\$150 “add on” fee/space (in addition to hourly fee noted above)

# Non-Newark Resident & Commercial Rates

**Fridays & Sundays:** *Minimum four (4) hours rental time required.*

Damage/Cleaning Deposit	\$300
Social Hall (or Patio Room*)	\$95 per hour
Add on Second Room and/or Outdoor Patio	\$200 “add on” fee/space (in addition to hourly fee noted above)

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**Saturdays & Holidays:** *Minimum seven (7) hours rental time required.*

Damage/Cleaning Deposit	\$300
Social Hall (or Patio Room*)	\$110 per hour
Add on Second Room and/or Outdoor Patio	\$200 “add on” fee/space (in addition to hourly fee noted above)

**\* *Patio Room is not available for rent during the summer.***

# **Non-Profit Organization Rates**

*Definition for non-profit organizations: Any organized community-based or non-profit organization that serves a population within the City of Newark in a charitable or service-oriented manner which includes, but is not limited to, public schools, government agencies, service clubs, homeowner associations, and other organizations offering programs or services for special populations. Must supply current 501C certificate. **Resident status is not required.***

**Fridays & Sundays:** *Minimum four (4) hours rental time required.*

Damage/Cleaning Deposit	\$300
Social Hall (or Patio Room*)	\$70 per hour
Add on Second Room and/or Outdoor Patio	\$120 “add on” fee/space (in addition to hourly fee noted above)

**Saturdays & Holidays:** *Minimum seven (7) hours rental time required.*

Damage/Cleaning Deposit	\$300
Social Hall (or Patio Room*)	\$85 per hour
Add on Second Room and/or Outdoor Patio	\$120 “add on” fee/space (in addition to hourly fee noted above)

*\* Patio Room is not available for rent during the summer.*

# Rental Policies

**Room Capacities:** (Banquet Style)  
Social Hall: 160      Outdoor Patio: 130  
Patio Room: 106

## **Hours Available for rent:**

Friday: 4:00-10:00p.m., Saturday: 8:00a.m.-10:00p.m., Sunday: 8:00a.m.-10:00p.m.  
(Exterior doors must be closed by 9:00p.m.)

The maximum number of hours you may have for your activity is nine (9) hours. Closing hours of operation are set by City Council and CANNOT be exceeded. The only exception is on New Year's Eve, when you may stay until 12:30 a.m. Changes in the opening time are available only through a supervisor's approval. Please keep in mind that the closing time is not simply the time your event must end, but it is the time you must be done cleaning and completely out of the facility.

**Occupying the facility beyond your contract time will result in a charge of 1.5 times your hourly rate. After 10pm, the charge is 2 times the hourly rate.**

## **Hourly Fees:**

Your rental time includes any time that you or anyone from your party are in our facility and is time that you pay for. When deciding your hours, please include time for decorating, DJ and/or caterer set up, as well as clean up after your event. Make sure anyone who you hire for your event is aware of this stipulation. If they come on their own at any time other than the hours stated, or if anyone stays later than expected, you will be charged for that time from your deposit. Please keep in mind that we charge by the hour. We do not prorate our fees for half-hour or quarter-hour intervals.

## **Payment Schedule & Other Due Dates:**

The deposit is required at the time of booking. We CANNOT hold a date without the deposit. Full payment of the rental fees is due four (4) months prior to the rental date. All payments must be made by the contract holder. **If reserving the facility within four months prior to your rental date, full payment of the deposit AND rental fees are due at the time of booking.** Finalized hours, room set-ups, security contracts, and any other required documents are due the 15<sup>th</sup> of the month prior to your rental.

## **Cancellation/Rescheduling Policies:**

Requests for cancellation and/or rescheduling of your event date require a signed and dated letter delivered to the Newark Senior Center. Refunds vary depending on how far in advance you cancel your date. They are determined by the following:

Notice of **more than 120 days** prior to rental date -

*Deposit and rental fees will be refunded minus a \$15 processing fee.*

Notice of **60 - 120 days** prior to rental date -

*Deposit and rental fees will be refunded minus a \$15 processing fee if date can be rebooked. Forfeit of 100% of deposit if date cannot be rebooked.*

Notice of **less than 60 days** prior to rental date -

*Deposit and rental fees will be refunded minus a \$15 processing fee if date can be rebooked. Forfeit of 100% of deposit and 25% of rental fees if date cannot be rebooked. A no show on the day of your rental forfeits 100% of all monies paid.*

## **Adult/Minor Ratios & Security Guards:**

A ratio of 1 adult (at least 21 years of age) per 15 minors must be met. Uniformed and licensed security guards are required at the renter's expense for parties in which the honoree is between the ages of 13-18 or when staff deems necessary. The ratio for guards to guests is one (1) guard for 50-99 guests, two (2) guards for 100-149 guests and three (3) guards for 150 or more. Security guards must be present from the time your first guest is expected to arrive until the last guest leaves. It is your responsibility to hire security guards and provide us with a copy of your contract by the due date on your contract. Failure to provide a copy of the contract by the due date could result in the cancellation of your rental as well as forfeiture of your deposit and a portion of your rental fees. Late arrival, early departure, or not enough security guards is cause for immediate closure of your event.

## **Open Flames:**

You must obtain approval from the Newark Fire Prevention at 578-4218 if you will be having any type of open flame. This, however, does not apply to birthday candles, food warmers, or barbecues. Barbecues are allowed directly outside of the kitchen area on the blacktop at least 10' from the building. Prior approval for patio area is required.

## **Canopies/Tents/Interactive Inflatables:**

Canopies, tents and interactive inflatables are allowed on the Outdoor Patio. Canopies that exceed 400 sq. ft. and tents that exceed 200 sq. ft. require a permit from the Newark Fire Prevention. You may obtain a permit by calling (510) 578-4383. Interactive inflatables must be rented from a licensed and insured company.

## **Personal Equipment:**

If you choose to bring in your own equipment (tables/chairs), it is your responsibility to set it up and take it down. Community Center staff cannot be held liable. All equipment brought into the facility must be removed by the end of your rental time. The City of Newark will not be held responsible for any equipment left here overnight. We also cannot accommodate requests to store equipment prior to your event.

## **Room Set-Up:**

It is your responsibility to select and return a room set-up by the 15th of the month prior to your rental as stated on your contract. If you fail to do so, we will select a set-up for you based on the type of event and your expected attendance. **Only minor changes can be made on the day of your event.** A book of prearranged set-ups is available for your review at the Newark Senior Center, 7401 Enterprise Dr., Newark, Mon-Thurs, 9:00am-2:30pm.

## **Decorating:**

Decorating is usually done on the day of your event, but arrangements can be made for the day prior. If you do choose to decorate the day prior, then all the rental policies for that day (i.e. rental fees, minimum hour requirements) apply. Please keep in mind while preparing for your decorations that all tables must be covered and you may not use any nails, staples, tacks, or double-sided tape while decorating. **Decorating on any painted wall is strictly prohibited. Failure to comply with decorating policies may result in damage and cleaning charges.**

## **Wedding Rehearsal Time:**

If you have reserved our facility for your wedding ceremony, we provide rehearsal time at no additional charge on the Wednesday prior to your rental between the hours of 5:00-6:30pm in the Outdoor Patio area only. This does not include any form of set-up and does not include access inside the Community Center.

## **Equipment Information**

We are providing the following information to answer the many questions you may have regarding our facility and equipment. Please share this information with those assisting with your event (i.e. DJ's, caterers, decorators, etc.).

### **Tables/Chairs:**

Set-up and take down of our tables and chairs are included with your rental. A building attendant will set up our tables and chairs according to the room diagram that you selected prior to your contracted arrival time. You are not charged for this time. Most of our tables are 12' L x 30" W x 30" H. A limited number of 8' and 6' tables are also available. Two 48" and ten 72" round tables are available. A 12' table will accommodate 10-12 people. An 8' table will accommodate 6-8 people. A 72" round table will accommodate up to 10 people. Chairs are metal with a pearl grey seat and back.

### **Kitchen:**

Our kitchen features drive-up rear access. It is equipped with a commercial size refrigerator/freezer, a microwave and a commercial size stove range/oven. Rolling carts are available for transporting food and supplies. Our kitchen is not equipped with utensils, dishes, cleaning supplies, etc. **The sinks in our kitchen are not equipped with a garbage disposal.** They are for rinsing only. Putting food or grease down the drain may result in damage and cleaning fees and will be taken from your deposit.



## **Additional Equipment Available:**

Sound system: Our public address system includes one microphone with a stand, and is designed for speaking only (not music). It is available for use within the two large banquet rooms.

Podium: For use by an announcer, or to accommodate a guest book.

## **FAQs - Frequently Asked Questions**

**How do I go about renting your facility?** Rental reservations for this facility must be made at the Newark Senior Center, 7401 Enterprise Drive, Newark, Monday—Friday, 9:00am-2:30pm. Contact Jessica at 510-578-4852 or email: [jessica.gurule@newark.org](mailto:jessica.gurule@newark.org) for more information. We will need to see a driver's license or an official picture ID for the person whose name is on the contract. Newark residents will also need proof of residency, if it is not on your license.

**How far in advance may I rent the facility?** We rent the facility up to one year in advance and no less than two weeks prior to the date requested.

**Can we use our own tables and chairs?** Yes, you may bring in your own tables and chairs, however, please keep in mind that it is your responsibility to set them up. This time must be included and paid for on your contract. Delivery and pick-up of your rental items must be during your contracted rental hours.

**What happens if I want to add more time to my rental after I have paid in full?** You may add extra hours any time up to the 15th of the month prior to your rental date. For example, if you rented our facility for July 19, you may add extra hours at any time up to June 15. Changes made after that date are on a request basis only and may or may not be accommodated.

**Are there any restrictions on serving alcohol?** You may serve beer, wine, and champagne at your event at no extra charge, as long as you notify us in advance. The selling of beer, wine and champagne requires the purchase of an ABC liquor license, which may be obtained from the state, with approval from the Newark Police Department. Hard alcohol as well as service to anyone under 21 are prohibited and will result in immediate closure of your event. There are no alcoholic beverages allowed outside the facility, including the parking lot.

**May I add extra hours on the day of my rental?** No, all additional hours need to be requested by the 15th of the month prior to your rental date. **Occupying the facility beyond your contract time will result in a charge of 1.5 times your hourly rate. After 10pm, the charge is 2 times the hourly rate.**

**What do I do when I arrive at the facility?** When you arrive at the Community Center, you or your designated **contact person must check in** with the building attendant on duty **prior** to the arrival of your caterer, DJ or any other person affiliated with your event. He/she will walk you through the facility explaining some of the rules and policies that you need to be aware of, as well as pointing out anything regarding the equipment or our facility that is pertinent to your event. This building attendant will be present throughout your event for assistance, however the overall security and responsibility of the event is yours.

**What do we need to do to clean up the facility?** It is your responsibility to allow reasonable time, bring the proper supplies and ensure clean up of all indoor and outdoor areas used during the event. All refuse must be placed in garbage bags, closed tightly, and placed in the dumpster located outside the kitchen. Spills on tables, floors, chairs, counters, and in refrigerators and other appliances must be cleaned. Ice must be discarded in sinks or near outdoor drains, not on the grass or in planter areas. All ribbon, string, tape, and other items, which secure decorations to tables, chairs, walls, and other areas, must be removed. Consequences for not fulfilling your clean-up obligation will result in additional cleaning and maintenance fees and will be taken from your deposit.

**What do I need to do when I am ready to leave at the end of the party?** After your event, the building attendant will walk through the building with you to check for any new damage and to review the clean up. He/she will then bring to your attention anything he/she notices. During the next business week, fees will be assessed for any damage found or extra cleaning services required.

**What is the process for receiving my deposit back?** Your deposit will be refunded in one of the following ways: original payment by \*credit card will be refunded back to the same credit card within 2-3 days after your party; original payment by cash or check will be refunded to the contract holder in the form of a check and may take up to 3 weeks to receive. \*Refunds of credit card payments made more than 3 months prior will be processed via check.

Revised 07/15