

Cancellation/Rescheduling Policies

Requests for cancellation and/or rescheduling of your event date require written notice to jessica.gurule@newark.org. Refunds vary depending on how far in advance you cancel your date. They are determined by the following:

Notice of 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:

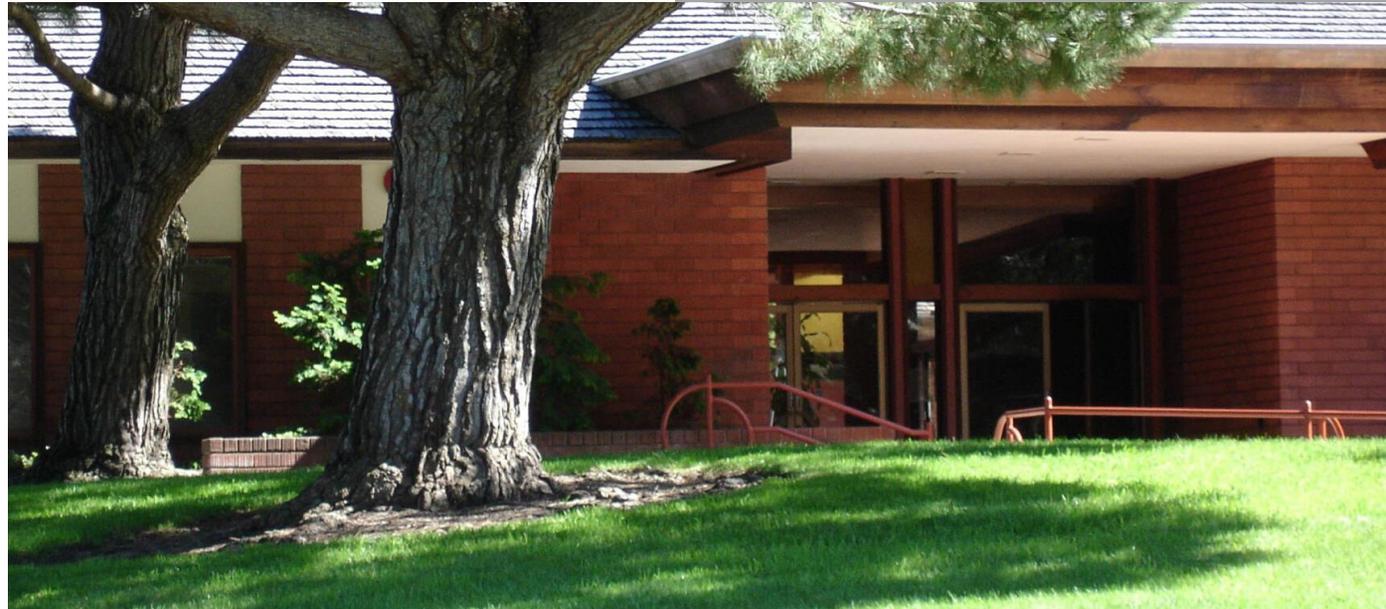
Deposit and rental fees will be refunded minus a \$15 processing fee if date can be re-booked. Forfeit of 100% of deposit if date cannot be re-booked.

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.

For more information, contact Jessica at 510-578-4852 or jessica.gurule@newark.org

 **NEWARK**
Recreation
and Community Services



Hall Viewing Hours:

2nd & 4th Wednesdays
of each month

September - May 4:00-7:30pm

June - August 6:00-7:30pm

Newark
Community
Center
Hall Rentals

35501 Cedar Blvd.
Newark, CA 94560

General Rental Information

Contracts must be completed & submitted with payment at the Newark Senior Center (7401 Enterprise Drive, Newark), Monday - Friday between 9:00am & 2:30pm.

Refundable Deposit: \$300 due with contract.
Full fees are due 4 months before rental date.

Social Hall & Patio Room are same price.
Patio Room is not available for rent Jun.-Aug.

Availability

Fridays: 4pm-10pm (4hr min.)

Saturdays: 8am-10pm (7hr min., 9 hr max.)

Sundays: 8am-10pm (4hr min., 9 hr max.)

Newark Resident & Commercial Rates

Fridays & Sundays: \$85/hr

Saturdays & Holidays: \$100/hr

Add'l Hall or Outdoor Patio add on: \$150 flat

Non-Resident & Commercial Rates

Fridays & Sundays: \$95/hr

Saturdays & Holidays: \$110/hr

Add'l Hall or Outdoor Patio add on: \$200 flat

Non-Profit Organization Rates (501c certificate required)

Fridays & Sundays: \$70/hr

Saturdays & Holidays: \$85/hr

Add'l Hall or Outdoor Patio add on: \$120 flat



Social Hall (150 max)



Patio Room (105 max)



Outdoor Patio



Kitchen

All Rentals Include:

- On-site building attendant
- Chairs
- Tables
 - 6' rectangular
 - 8' rectangular
 - 12' rectangular
 - 72" round (10 max)
 - 42" round
- Your choice of prearranged layout options
- Setup & take down of selected layout
- Use of kitchen
- Public address system
- Podium
- Percolator coffee maker