

 **NEWARK**  
**Recreation**  
and Community Services

**Newark**  
**Community Center**

35501 Cedar Blvd. Newark



Patio Room (105 max)



Outdoor Patio



Kitchen



Social Hall (150 max)

## **Facility Rental Information**

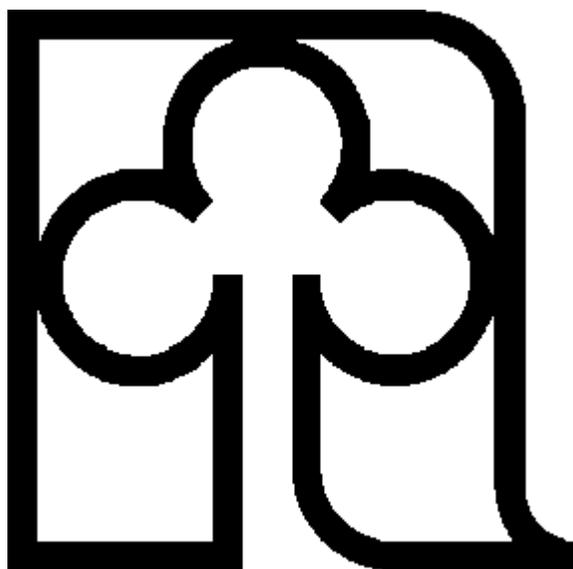
**Weddings • Receptions • Birthdays**

**Anniversaries • Holiday Parties**

**Business Meetings • Special Occasions**

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# **Rental Policies**

## **Room Capacities:** (Banquet Style)

Social Hall:	150	Outdoor Patio:	130
Patio Room:	105		

## **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:**

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. 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:**

Approval for any type of open flame must be obtained from Alameda County Fire Prevention at 510-578-4218. 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 and on the Outdoor Patio. Prior approval for Outdoor Patio area is required. A tarp must be placed underneath all outdoor cooking stations.

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

Canopies, tents and interactive inflatables are allowed on the Outdoor Patio. Canopies that exceed 400 sq. ft. (with walls) or 700 sq. ft. (without walls) and tents that exceed 200 sq. ft. require a permit from Alameda County Fire Prevention at 510-578-4218. 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 overnight. We also cannot accommodate requests to store equipment prior to your event.

## **Room Set-Up:**

It is your responsibility to select a pre-arranged room set-up by the 15<sup>th</sup> of the month prior to your rental as stated on your contract. A book of pre-arranged set-ups is available for your review at the Newark Senior Center, 7401 Enterprise Dr., Newark, Mon-Fri., 9:00am-2:30pm.

## **Decorating:**

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 charge.**

## **Wedding Rehearsal Time:**

If you have reserved our facility for your wedding ceremony, we provide rehearsal time at no additional charge on the 2<sup>nd</sup> or 4<sup>th</sup> Wednesday of the month 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:**

Prior to your contracted arrival time, a building attendant will set up our tables and chairs according to the room set-up that you've selected. 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 which 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. No amplified sound is allowed on the Outdoor Patio.

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

Coffee Pot: Percolator pot. Coffee grounds not provided.

# **FAQs - Frequently Asked Questions**

**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 [15<sup>th</sup> 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.

**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 for cleanup of all indoor and outdoor areas used during the event. All refuse must be placed in the garbage cans provided. Ice must be discarded in sinks, 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 and put in the garbage cans provided. Consequences for not fulfilling your clean up obligation will result in additional cleaning and maintenance fees which will be taken from your deposit.

**What do I need to do when I am ready to leave at the end of my rental?** After your event, the building attendant will walk through the building with you to check for any new damage and to review the cleanup. 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.

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# Newark Community Center

**City of Newark Recreation & Community Services Dept.  
35501 Cedar Blvd., Newark, CA 94560**

Walk in hours to view the Newark Community Center are  
the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month  
September—May 4:00 - 7:30pm  
June—August 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.