CITY of EL MONTE

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

COMMUNITY CENTER SPECIAL EVENT RENTAL

For business or pleasure, the remarkable and historical Grace T. Black Auditorium is ideal for formal parties and receptions, informal gatherings and business seminars. A beautiful private courtyard is available which may accommodate additional seating for dining or be the ideal setting for your wedding ceremony. The following are amenities available for your special event: modern kitchen facilities, coffee service, private courtyard, restrooms, stage, lighting, public address system, piano, wedding arch, state of the art projector and drop down screen.

	RESIDENT	NON RESIDENT	Security/Cleaning Deposit
Grace T. Black Auditorium Accommodates up to 335 for dining.	$150/hr. Under 100 guests	$150/hr. Under 100 guests	$500.00
	$160/hr. 100 – 125 guests	$160/hr. 100 – 125 guests	
	$170/hr. 126 – 150 guests	$170/hr. 126 – 150 guests	
	$190/hr. 151 – 175 guests	$190/hr. 151 – 175 guests	
	$210/hr. 176 – 200 guests	$210/hr. 176 – 200 guests	
	$230/hr. 201 – 225 guests	$230/hr. 201 – 225 guests	
	$250/hr. 226 – 250 guests	$250/hr. 226 – 250 guests	
	$270/hr. 251 – 275 guests	$270/hr. 251 – 275 guests	
	$290/hr. 276 – 300 guests	$290/hr. 276 – 300 guests	
Room 11 & 12	$30.00/hr.	$30.00/hr.	
Kids Korner Service (children's supervision)	$40.00 /hr. up to 25 kids Kids (ages 4-11 yrs.)	$50.00/ hr. up to 25 kids Kids (ages 4-11 yrs.)	
Kitchen	Included	Included	$100.00
Sid Kading Courtyard Rented in conjunction with Auditorium	Service of food -$100	Service of food -$120	
	Dining Seating up to 80 -$200	Dining Seating up to 80 $200	
	Ceremony up to 150 - $375 Includes ceremony location, set-up, chairs (150), tables (as needed), arch, microphone for officiant, 1 hr. rehearsal (to be arranged), staff, and clean-up.		
Event set up	Day of Event (2 hours) $25/hr. for staffing Evening before if available (2 hours) $50 flat fee plus $25.00/hr. for staffing		
Certificate of Insurance	$150.00 Required for events that extend beyond 7:00 PM, serve alcohol, or exceed 125 guests.		Separate fee payable to City of El Monte
Ceremonial Arch	$50		
Coffee	Coffee pot rental $15 or coffee service available		
Security Officers (2) 4 hr. minimum *Additional security officers/fees required for teen events	$36.00/hr. Security required for event held after 7 PM, and/or when serving alcohol.		Paid to Tandem Security
Service of Alcohol Allowed to serve up to 5½ hrs.	$75.00 Security required when serving alcohol after 7:00 PM		Office to handle application
Ipod use	$30 – Ipod will be set for continuous play or 1 playlist required		
Large screen and projector	$60 per use		
	Up to one (1) consecutive hour or consecutive use		

Rental includes tables, chairs, stage, easel, kitchen, facility set up, staffing for event and cleaning.
You may call to schedule an appointment to view the Auditorium by **calling the Parks and Recreation/Community Services Office at (626) 580-2200.** A quote will be given upon completion of facility application **which is submitt**ed to the Community Center office. Facility application & non refundable deposit required to reserve date. CA ID is required for proof of residency.
Service of beer, wine and champagne in conjunction with a meal is permitted. Alcohol service time is limited to 5 ½ hours. Request to serve alcohol must be requested 60 days in advance and must be approved by City Council.
Alcohol must be consumed inside the building and patio. Alcohol shall not be served to persons under 21 years old. The user's failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposits and room fees.
Alcohol may not be served at children parties with the exception of quinceaneras and sweet sixteen parties.

- Quinceañeras/teen parties require additional security guards.
  100-200 with no alcohol = 2 guards — 100 -200 with alcohol = 3 guards
  Over 200 with no alcohol= 3 guards — Over 200 with alcohol = 4 guards
- Reservations may be cancelled by applicant and fees returned, (less a $30 processing fee) up to 60 calendar days prior to event. **The $500 deposit fee is non refundable.**
- All fees/deposits will be retained if reservations are cancelled less than 60 calendar days prior to event.
- **Fees are payable to the City of El Monte and must be paid 60 days prior to event**.
- Deposit will be mailed by check and will take approximately 4-6 weeks to process after event.

Security and cleaning deposits shall be refunded if proper cleanup is completed and no breakage or damage has occurred.
The user shall be required to pay the full cost of breakage or damage regardless of the amount.

FACILITY RENTALS

FOR MORE INFORMATION, PLEASE CONTACT (626) 580-2200