

CITY of EL MONTE

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

LAMBERT PARK SPECIAL EVENT RENTAL

11431 McGirk Street, El Monte CA 91731

Lambert Park Auditorium seating capacity is 150, with no open space. Facility is available to rent 8:00 AM – 10:00 P.M. Sunday through Thursday & 8:00 A.M. - 11:00 P.M. Friday and Saturday.

Patio: Lovely outdoor courtyard available which may accommodate up to an additional 50 guests.

Kitchen facility: May be used for prepping. Refrigerator and microwave are available. No cooking permitted.

Private restrooms are available in the facility.

LAMBERT PARK	RESIDENT	NON RESIDENT	Security/Cleaning Deposit
Auditorium Includes staff fees, and limited kitchen use	50 guests – \$58/hr. 75 guests – \$70/hr. 100 guests – \$82/hr. 125 guests – \$94 /hr. 150 guests – \$106/hr.	50 guests – \$63/hr. 75 guests – \$75/hr. 100 guests – \$87/hr. 125 guests – \$100/hr. 150 guests – \$111/hr.	\$100 – Under 75 guests \$200 – Over 75 guests \$300 – Over 150 guests
Patio Area Rented in conjunction with Auditorium	Service of food -\$50 Seating up to 50 -\$150	Service of food -\$65 Seating up to 50 -\$175	\$50.00
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, serving alcohol or for a party that exceeds 125 guests.		Separate fee Payable to City of El Monte
Service of Alcohol Allowed to serve up to 5 ½ hrs.	\$75.00 Security required when serving alcohol		\$100.00 Office to handle application
Security Officers (2) Additional security Officers/ fees required for teen events	\$36/hr. Security required for an event that extends beyond 7:00 PM and or when serving alcohol		Paid to Tandem Security
Barbecue	\$100 per event (\$50 for each additional propane tank refill)		No personal barbecues allowed

- Rental includes tables, chairs, kitchen and patio. Rectangular tables accommodate up to 10 guests and round tables accommodate up to 8 guests.
- Reservations are necessary to view auditorium. A quote will be given upon completion of facility application which is submitted to the Community Center Office.
- Facility application & deposit are 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 5½ 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 only. 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 quinceañeras and sweet sixteen parties.
- Quinceañeras/teen parties require additional security guards.
100-200 with no alcohol = 2 guards / 100 -200 with alcohol = 3 guards
- Reservations may be cancelled by applicant and fees returned, (less a \$30 processing fee) up to 60 calendar days prior to event. **The 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.**
- 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. Deposit will be mailed by check and will take approximately 4-6 weeks to process after event.

FACILITY RENTALS

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