

# CITY of EL MONTE

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

JACK CRIPPEN MULTI PURPOSE SPECIAL EVENT RENTAL

3120 N. Tyler Avenue, El Monte CA 91731

Facility rentals are available in this charming building. The auditorium is a great setting for parties, receptions, informal gatherings and business seminars. The center has additional rooms, which are also available for rent, including smaller meeting rooms and a craft room. The following are the amenities available for your special event: coffee service, private restrooms, public address system, tables and chairs. Facility Rental Hours: Sunday-Thursday 7:00 a.m. – 11:00 p.m. and Friday and Saturday 7:00 a.m. – 1:00 a.m. **Kitchen facility:** Available for prepping and warming.

JACK CRIPPEN MULTI PURPOSE CENTER	RESIDENT	NON RESIDENT	Security/Cleaning Deposit
<b>Auditorium</b>	\$100/hr. under 100 guests \$110/hr. 100 - 125 guests \$120/hr. 126 - 150 guests \$140 hr. 151 - 175 guests \$160/hr. 176 - 200 guests	\$110/hr. under 100 guests \$120/hr. 100 - 125 guests \$130/hr. 126 - 150 guests \$150 hr. 151 - 175 guests \$170/hr. 176 - 200 guests	\$100 – Under 75 guests \$200 – Over 75 guests \$300 – Over 150 guests
<b>Multi-purpose room</b>	\$50/hr. + \$42 cleaning fee	\$50/hr. + staffing	\$100.00
<b>Meeting rooms</b>	\$40/hr.	\$40/hr.	
<b>Kitchen</b>	Included in auditorium rental	Included in auditorium rental	\$100.00
<b>Event set up</b>	Day of event (2 hours) \$25/hr. for staffing. There is a \$50 flat fee plus a \$25/hr. for staffing to reserve building evening before, if available.		
<b>Certificate of Insurance</b>	\$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
<b>Ceremonial Arch</b>	\$50		
<b>Coffee</b>	Coffee pot rental \$15 or coffee service available		
<b>Security Officers (2)</b> 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
<b>Service of Alcohol</b> Allowed to serve up to 5½ hrs.	\$75.00/use Security required when serving alcohol after 7:00 PM		Office to handle application

Rental includes tables, chairs, stage, easel, kitchen and facility set up. Rectangular tables accommodate up to 10 guests and round tables accommodate up to 8 guests. Auditorium accommodates up to 152 guests for dinner seating utilizing round tables and 200 guests for dinner seating utilizing rectangular tables. 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 submitted 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. 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  
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. **Deposits are 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