

The Centre

Rental Information	
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Cedar Hall

Cedar Hall is the most spacious room at The Centre and offers a flexible floorplan, featuring an adjacent Alcove and dividing wall to help maximize event flow. Directly connected to an outdoor patio, Cedar Hall serves as a unique special event space for corporate meetings and other functions, such as receptions, weddings, private events, conventions and more.

Capacity

- 250 Theater Style
- 240 Banquet Style

Sycamore Rooms

The Sycamore Room is a versatile space with a room partition wall for more intimate gatherings, in addition to a warming kitchen. Accessed through an entry hall, the Sycamore Room provides flexibility and can accommodate a wide range of event types, such as meetings, weddings and private parties.

Capacity

- 180 Banquet Style
- 90 Banquet Style (per side)

Oak Room

The Oak Room is ideal for meetings and conferences coming fullyequipped with a built-in projector, computer and whiteboard wall, in addition to a room partition wall for more customized floor options.

Capacity

- 32 Conference Style
- 38 Classroom Style



The Centre

Equipment and Add-ons

Equipment included in rentals

- 6' Round Tables
- 6' Rectangular Tables
- 5' Rectangular Tables
- 250 Banquet Chairs
- Flags
 - California State
 - American

- PA System
 - Wireless microphones
 - Auxiliary and I-phone adapter
- AV Equipment
- Podium
- Pipe and Drape (black or tan)
- Easel for photo displays

Rental Equipment \$100 per item

- Dance Floor
 - 9, 12, or 15 square feet
 - o 18' x 15'

- Stage
 - 9 8' x 4' x 1.5' stage decks
 - o 24' x 12' maximum

Kitchen Add-on \$25 for non-profits, \$35 for residents, \$50 for businesses or non-residents

The kitchen at The Centre acts *only* as a warming kitchen, where caterers can utilize the oven and microwave to warm already prepared food. The chaffing drawers allows for several food trays to be stored at a warm temperature. Guests are welcome to use the refrigerator to store drinks or cakes.

VENUE RENTAL RESTRICTIONS

GENERAL RESTRICTIONS

- All patrons must exit the building no later than 12:00 a.m.
- Patrons may not change, alter, or deface property in any facility, or to its furnishings/equipment.
- Storage of property is not permitted before or after an event.
- Restroom porter services may be required at events with 200 or more guests.
- Security services may be required at events serving alcohol or with 200 or more guests.
- Animals are not permitted in the facility except for those that are used in aiding a person with a disability.

RESTRICTIONS ON ALCOHOL

- Alcohol may only be served and consumed in an approved reserved indoor facility or designated outdoor area.
- Alcohol service is limited to five (5) hours and must cease at least 15 minutes prior to end of event.
- A bartender is required for events serving alcohol; self-service of alcohol is prohibited.
- Applicants may only sell alcohol if they have obtained a temporary sales permit from the Alcohol Beverage Control Board.

RESTRICTIONS ON DECORATIONS

- Decorations are not to be suspended, attached, or affixed to ceilings, walls, window blinds, draperies, room dividers, or doors. Renters may only use painter's tape to hang wall decorations as an exception.
- All decorations must be removed from the facility by the end of the renter's permitted rental time.
- Fog/smoke machines, bubbles, rice, confetti, birdseed, or other granular substances are prohibited.
- Helium balloons must be secured with weights and disposed properly at the conclusion of the event.

RESTRICTIONS ON ELECTRICITY

- Renters must submit a list of items that use electricity prior to the event.
- Renters must bring any necessary electrical cords. Cords must be high quality and free of defects.
- Any exposed electrical cords must be secured to avoid any tripping hazards.

RESTRICTIONS ON FOOD/CATERING/BARBECUES

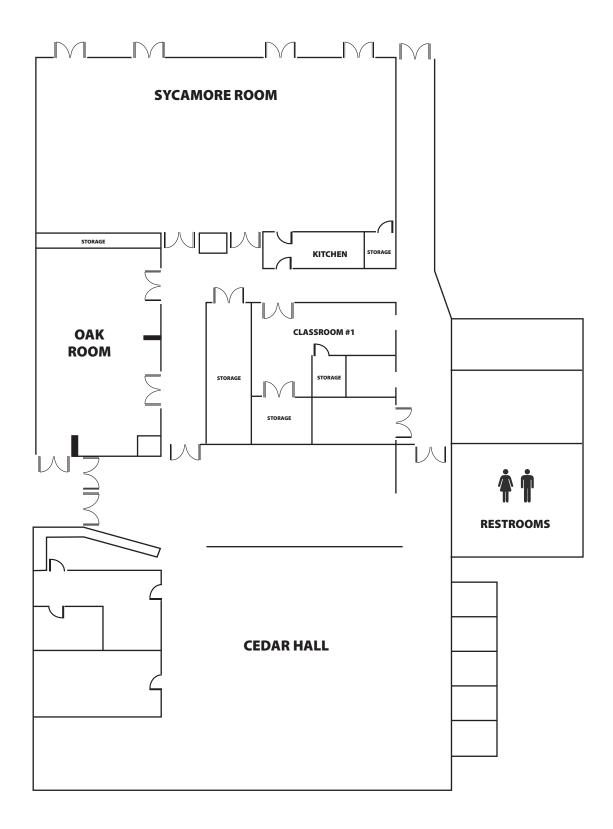
- Food production may only be done in facilities with a full-service kitchen. Warming kitchens are not full-service kitchens.
- Renters are required to notify the City if they plan to bring a food truck or food cart.
- Caterers/food trucks must be compliant with fire safety regulations. The City is not responsible in the event that a fire marshal dismisses a renter's caterer/food truck.
- Caterers/food trucks/grills are required to have an approved 2A 20BC class fire extinguisher within 5-10 feet from heat source. A K class extinguisher is required for a fryer or wok.
- Grills are permitted for outdoor use only at least 10 feet away from the building; Grills must always be monitored and secured in such a way guests cannot come into contact with them.

INCIDENTALS

- If the renter extends the time of the reservation or uses additional space beyond the Agreement for Use, the City will deduct the amount owed from the renter's security deposit.
- If damage to City property occurs or excessive cleaning is required, the amount will be deducted from the renter's security deposit.
- If the security deposit is not sufficient to cover the amount owed, the renter is responsible for paying the additional money owed to the City.



THE CENTRE WHOLE FACILITY



Event: Event Date:

2021/2022 FEES

Room (2 Hour Minimum)	Non-Profit Organization (Resident)	Private Function (Resident) Non-Profit Organization (Non- Resident)	Private Function (Non-Resident) Businesses/Any Commercial Use
Cedar Hall			
Weekday Rates (Monday-Thursday):			
Cedar Hall	\$80/Hr	\$160/Hr	\$240/Hr
Weekend Rates (Friday - Sunday):			
Cedar Hall	\$120/Hr	\$240/Hr	\$360/Hr
Sycamore Room			
Weekday Rates (Monday-Thursday):			
Sycamore - A & B	\$60/Hr	\$115/Hr	\$160/Hr
Sycamore - A or B	\$35/Hr	\$60/Hr	\$80/Hr
Weekend Rates (Friday - Sunday):			
Sycamore - A & B	\$85/Hr	\$165/Hr	\$240/Hr
Sycamore - A or B	\$45/Hr	\$85/Hr	\$120/Hr
Kitchen	\$25	\$35	\$50
Oak Room			
Weekday Rates (Monday-Thursday):			
Oak Room	\$30/Hr	\$55/Hr	\$80/Hr
Weekend Rates (Friday - Sunday):			
Oak Room	\$40/Hr	\$80/Hr	\$120/Hr
Kitchen	\$25	\$35	\$50
Conference Room/Dance Room			
Weekday Rates (Monday-Thursday):	\$25/Hr	\$30/Hr	\$50/Hr
Weekend Rates (Friday - Sunday):	\$30/Hr	\$40/Hr	\$60/Hr
Staff (Per Staff/Per Hour)	\$33/Hr	\$33/Hr	\$33/Hr
Trash Bin	Trash Bin Fee May Be Required -Fees Vary	Trash Bin Fee May Be Required -Fees Vary	Trash Bin Fee May Be Required -Fees Vary
Deposit	\$250 - Up to 2 Hours \$500 - for 2 to 4 Hours \$750 - Over 4 Hours	\$250 - Up to 2 Hours \$500 - for 2 to 4 Hours \$750 - Over 4 Hours	\$250 - Up to 2 Hours \$500 - for 2 to 4 Hours \$750 - Over 4 Hours
There may be other charges for:			
Insurance	Varies - Market Rate	Varies - Market Rate	Varies - Market Rate
Security Guard	Varies - Market Rate	Varies - Market Rate	Varies - Market Rate
Janitorial Staff	Varies - Market Rate	Varies - Market Rate	Varies - Market Rate
Porter Service (Min. of 1 Porter during event)	Varies - Market Rate	Varies - Market Rate	Varies - Market Rate

Event Packages	Non-Profit Organization (Resident)	Private Function (Resident) Non-Profit Organization (Non- Resident)	Private Function (Non-Resident) Businesses/Any Commercial Use
Cedar Hall (8 hour package)			
Weekday Rates (Monday-Thursday):			
Cedar Hall	\$512	\$1,024	\$1,536
Weekend Rates (Friday - Sunday):			
Cedar Hall	\$768	\$1,536	\$2,304
Sycamore Room (8 hour package)			
Weekday Rates (Monday-Thursday):			
Sycamore - A & B	\$384	\$736	\$1,024
Weekend Rates (Friday - Sunday):			
Sycamore - A & B	\$544	\$1,056	\$1,536
All Rooms (8 hour package)			
Weekday Rates (Monday-Thursday):			
All Rooms	\$1,088	\$2,112	\$3,072
Weekend Rates (Friday - Sunday):			
All Rooms	\$1,568	\$3,104	\$4,608



City of Santa Clarita

Special Event Insurance Program – Alliant



Important Information for Potential Applicants

- The City of Santa Clarita offers tenant/users, and instructors the option to purchase insurance coverage directly through the City's insurance company, Alliant. It applies to permitted event reservations or classes and meets the insurance requirements included in these agreements. It is not required for a tenant/user or instructor to purchase this coverage, insurance may be secured through a private broker or agency.
- Acceptance into this program is *not guaranteed* and applications are subject to evaluation and approval by City of Santa Clarita Risk Management staff. If an application is rejected, the activity may not fit within the parameters of this program, however insurance will still be required for the agreement to proceed and may be acquired through a private broker or agency.
- Concessionaires or vendors hired by applicant to provide services at a permitted event are the responsibility of the applicant. Applicant can include these vendors as additional insured on the policy for an additional fee. Some concessionaires/vendors cannot be added to this policy based on exclusions set in place by the City's insurance company. These exclusions include but are not limited to concert/stage performers, inflatable structure (bounce house) operators, fireworks/pyrotechnic operators, mechanical devices/amusement rides, tent rental, political events.
- Some instructors cannot be added to this policy based on exclusions set in place by the City's insurance company. These exclusions <u>include but are not limited to</u> concert/stage performances, boxing/wrestling/contact karate, hockey, professional sporting, bounce house/trampoline, roping instruction.
- Instructor coverage:
 - Premiums are applied based on per total class attendance regardless of number of days/weeks of instruction.
 - Instructor must include in the application whether the same students will be attending all class dates for the duration of session or if different people will be attending each class for the duration of the session.
 - This program is only available to instructors of City-organized contract classes at this time.

- Tenant/User multi-day reservations:
 - o Include days that will be used for set up or take down. These dates will need to be covered by the policy.
 - o Attendance will be based on the total for all days of the event.
 - o Permitted events lasting over five days require special approval.
 - o Liquor liability coverage is available for accepted events. For multi-day events involving alcohol, premiums are applied for each day of the event.
 - o If an event extends beyond midnight and ends <u>before</u> 2:00 a.m. the event is considered one day. If the event extends beyond 2:00 a.m. an additional day will be charged for the liquor premium (if applicable) and event premium.
 - If an event involving alcohol extends beyond midnight and ends <u>before</u> 2:00 a.m. (excluding take down days) a 15% surcharge will be added to the liquor premium.
- Standard Limits* are as follows:

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Each Occurrence

- \$ 100,000 Damage to Premises Rented to You
- \$ 5,000 Medical Expense

*limits may vary based on event type/duration

All aggregates apply separately to each event

Participation in this program is not mandatory. Insurance may be purchased from a private broker or insurance company.

Additional resources are listed below. Please note that the City is not affiliated or associated with any of the below organizations and is unable to initiate contact on behalf of an applicant or become involved in negotiations or transactions.

- K&K Insurance (800) 328-2317
 - o Performers and entertainers: https://www.kandkinsurance.com/sites/entertainer/pages/Entertainers-Performers.aspx
 - o Bands: https://www.kandkinsurance.com/sites/entertainer/pages/BandsPerformers.aspx
- SPARTA Insurance Programs (800) 420-0555
 - o https://www.2sparta.com/index.php?p=selip
- World Events Insurance (209) 888-4904
 - o https://www.worldeventsinsurance.com/
- Event Helper
 - o https://www.theeventhelper.com/

SAMPLE INSURANCE



PRODUCER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CONTACT Agents Name

PHONE Agents Phone

Insurance Agency Name				PHONE (A/C, No	Ext): Agent	s Phone	FAX (A/C, No):	Agents	Fax
Insurance Agency Address				E-MAIL ADDRESS: Agents Email					
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INSURED				INSURE	RB'A Rated	d Carrie	c		
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Vendor Address				INSURE	RD:				
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	x		POLICY#				MED EXP (Any one person)	\$	10,000
							PERSONAL & ADV INJURY	\$	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$	2,000,000
x POLICY PRO- JECT LOC							PRODUCTS - COMP/OP AGG	\$ \$	2,000,000
OTHER: B AUTOMOBILE LIABILITY	+ +						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
			POLICY#		EFF DATE	EXP DATE	BODILY INJURY (Per person)	\$	
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	_							\$	
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EXCESS LIAB CLAIMS-MAI	DE						AGGREGATE	\$	
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ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A		POLICY#		EFF DATE	EXP DATE	E L EACH ACCIDENT	\$	1,000,000
(Mandatory in NH) If yes, describe under	-						E L DISEASE - EA EMPLOYE	\$	1,000,000
DESCRIPTION OF OPERATIONS below	\perp						EL DISEASE - POLICY LIMIT	\$	1,.000,.000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VE		CODI	D 101 Additional Domarke School						

of policy premium. CERTIFICATE HOLDER CANCELLATION

City of Santa Clarita 23920 Valencia Blvd Santa Clarita, CA 91355

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of Autorized Agent

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(661) 255-1996

to the liability arising out the work performed by the named insured. Provisions for additional insured are outlined in the above referenced general liability and auto liability policy and only apply when required by written contract. Coverage provided is Primary and Non Contributory and a waiver of

subrogation applies in favor of the City of Santa Clarita. *10 day notice of cancellation for non-payment

SAMPLE INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/28/2017

1,000,000

\$

\$

\$

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PRO	DUCE	R					CONTACT Agents Name						
In	sur	ance Agency Name	•				PHONE (A/C, No, Ext): Agents Phone (A/C, No): Agents Fax					Fax	
In	sur	ance Agency Addr	ess				E-MAIL ADDRE	SS: Agents	Email				
								INS	URER(S) AFFOI	RDING COVERAGE			NAIC #
Ci	ty		ST ZI	P			INSURE	RA'A Rate	d Carrie	c			
INSI	JRED						INSURE	RB A Rate	d Carrie	c			
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										PERSONAL & ADV INJ	JURY	\$	1,000,000
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EFF DATE

EXP DATE

Signature of Autorized Agent

POLICY#

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Santa Clarita, it's officials and employees are named as additional insured, but only as respects to the liability arising out the work performed by the named insured. Provisions for additional insured are outlined in the above referenced general liability and auto liability policy and only apply when required by written contract. Coverage provided is Primary and Non Contributory and a waiver of subrogation applies in favor of the City of Santa Clarita. *10 day notice of cancellation for non-payment of policy premium.

CERTIFICATE HOLDER	CANCELLATION
(661)255-1996 City of Santa Clarita 23920 Valencia Blvd Santa Clarita, CA 91355	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
banca brarroa, an brook	AUTHORIZED REPRESENTATIVE

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COMBINED SINGLE LIMIT (Ea accident)

PROPERTY DAMAGE

BODILY INJURY (Per person)

BODILY INJURY (Per accident)

AUTOMOBILE LIABILITY

ANY AUTO

HIRED AUTOS

AUTOS

SCHEDULED

AUTOS NON-OWNED х

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This Endorsement Changes The Policy. Please Read It Carefully.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – PRIMARY AND NONCONTRIBUTORY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:
City of Santa Clarita
23920 Valencia Blvd.
Santa Clarita, CA 91355

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. Section II Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.
- B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:
 - 2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

If the contract between the additional insured and you requires that the insurance afforded by this policy be primary and noncontributory, this insurance shall be primary and noncontributory but only as to the general liability policy(ies) where that additional insured is listed as the named insured on the declaration page(s) of such policy(ies).

All other terms and conditions of this policy remain unchanged.

SAMPLE