

CITRUS HEIGHTS EVENT CENTER

6300 Fountain Square Drive, Citrus Heights, CA 95621

EVENT PACKAGES

Community Hall amenities include:

- Complimentary Wi-Fi
- Complete set up of community center tables and chairs
- Audiovisual capabilities: microphone, screen, and projector (additional fees apply)

SMALL EVENT PACKAGE 8-hour minimum

Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
1/3 Hall (A/B/C) or South (A/B/C) Kitchen A or B	\$800.00	\$206.00 hourly	\$235.00 hourly

MEDIUM EVENT PACKAGE 8-hour minimum

Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
2/3 Hall (AB or BC) Kitchen A or B	\$1,200.00	\$263.00 hourly	\$323.00 hourly

LARGE EVENT PACKAGE 8-hour minimum

Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Full Hall (ABC) Full Kitchen Use	\$1,500.00	\$294.00 hourly	\$351.00 hourly

CONFERENCE AND FUNDRAISING PACKAGES 10-hour minimum

Catering fees may apply	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Executive Package <ul style="list-style-type: none"> • Full Hall ABC • South Flex Rooms ABC w/ Either East ABCD <u>or</u> North AB • Full Kitchen AB 	\$2,500.00	\$383.00 hourly	\$498.00 hourly
Deluxe Package <ul style="list-style-type: none"> • 2/3 Hall AB and Kitchen A w/South Flex Rooms ABC <u>or</u> • 2/3 Hall BC and Kitchen B w/South Flex Rooms ABC 	\$1,800.00	\$227.00 hourly	\$294.00 hourly

FLEX ROOMS

Flex Rooms amenities include:

- Complimentary Wi-Fi
- Complete set up of community center tables and chairs
- Layout must be approved and on-file 10 days prior to the event date
- Small sink and mini fridge
- Audiovisual capabilities; microphone, screen, and projector (additional fees apply)
- Audiovisual capabilities not available in the Senior Center**

SOUTH FLEX ROOMS 4-hour minimum

		CH Resident CH Business Non-Profit	
<ul style="list-style-type: none"> • Patio access; set up is as is • Flexible classroom (3-rooms) 	Deposit		Non-Resident
South Flex Rooms ABC	\$400.00	\$117.00 hourly	\$146.00 hourly
South Flex Rooms A or BC	\$300.00	\$94.00 hourly	\$117.00 hourly
South Flex Rooms B or C	\$200.00	\$71.00 hourly	\$94.00 hourly

NORTH FLEX ROOMS 2-hour minimum

		CH Resident CH Business Non-Profit	
<ul style="list-style-type: none"> • Flexible classroom (2-rooms) 	Deposit		Non-Resident
North Flex Rooms AB	\$300.00	\$94.00 hourly	\$117.00 hourly
North Flex A or B	\$150.00	\$47.00 hourly	\$71.00 hourly

EAST FLEX ROOMS 2-hour minimum

		CH Resident CH Business Non-Profit	
<ul style="list-style-type: none"> • Patio access; set up is as is (incls BBQ) • Flexible classroom (4-rooms) 	Deposit		Non-Resident
East Flex Rooms ABCD	\$400.00	\$140.00 hourly	\$176.00 hourly
East Flex A or B or C or D	\$150.00	\$41.00 hourly	\$52.00 hourly

EVENT INSURANCE - REQUIRED

- General liability insurance is required of renters as well as all vendors (including catering).
- Host liquor liability is required when serving alcohol at an event.
- ABC Permit is required when there are alcohol sales.
- All insurance is due 30-days prior to the event date. Please ask staff for requirement details or a quote at time of booking.

EVENT SECURITY REQUIREMENTS

<ul style="list-style-type: none"> • Event center staff will coordinate security with Citrus Heights PD. • Citrus Heights Police Department provide uniform officer(s) for the event. 	\$104.00
Event Security Required (alcohol served) Attendance: 101-299 people = 1-officer Attendance: 300-499 people = 2-officers Attendance: 500+ people = 3-officers	Event Security Required (no alcohol served) Attendance: 300+ people = 1-officer Attendance: 500+ people = 2-officers

NON-PACKAGE RENTALS

COMMUNITY HALL			8-hour minimum
	Deposit	CH Resident CH Business Non-Profit	Non-Resident
Full Hall ABC	\$1,000.00	\$257.00 hourly	\$323.00 hourly
2/3 Hall AB or BC	\$800.00	\$176.00 hourly	\$235.00 hourly
1/3 Hall A or B or C	\$400.00	\$146.00 hourly	\$176.00 hourly

SENIOR CENTER AND PATIO			2-hour minimum
Rental ONLY Available	Deposit	CH Resident CH Business Non-Profit	Non-Resident
<ul style="list-style-type: none"> After 5:00pm (Mon thru Fri) Between 6:00am-12:00am (Sat/Sun) 			
Senior Center** and Senior Patio Set up is as is; no AV available	\$200.00	\$134.00 hourly	\$146.00 hourly

CATERING KITCHEN			2-hour minimum
	Deposit	CH Resident CH Business Non-Profit	Non-Resident
<ul style="list-style-type: none"> Preferred Catering List Available 			
Full Kitchen AB	\$1,000.00	\$99.00 hourly	\$134.00 hourly
Kitchen A or Kitchen B	\$500.00	\$83.00 hourly	\$117.00 hourly
<i>Catering fees may be required.</i>			

CATERING FEES (OUTSIDE VENDOR)			
	Deposit	Use Fee	Use fee is non-refundable.
Catering Fees	\$700.00	\$467.00	
<ul style="list-style-type: none"> Catering fees apply if renter chooses an outside vendor for catering purposes. Caterers must obtain prior approval from event center staff and <u>provide insurance</u> 30-days prior to event date. No exceptions. 			

OPTIONAL RENTAL ITEMS

STAGE		5 PIECES AVAILABLE
		ADDITIONAL COST
<ul style="list-style-type: none"> • Each piece is 6'x8' and 16" H (48 sf); Velcro edge (skirting not included) • Stage piece set up included • Stairs included (no ADA ramps available) • Provides visibility for speakers, or honorable guests 		\$59.00 each

PORTABLE BAR		2 AVAILABLE
		ADDITIONAL COST
<ul style="list-style-type: none"> • Each bar is 8' L; front is 46" H and back is 36" H • Set up included • Sinks drain into buckets, buckets included • Bar rags available (by request) 		\$88.00 each

DANCE FLOOR		16-PIECES AVAILABLE
		ADDITIONAL COST
<ul style="list-style-type: none"> • Each dance floor piece is 4'x4' • Set up included (no outdoor set up allowed) • Minimum size: 9-pieces • Total dance floor pieces available: 16 		\$30.00 each

AUDIOVISUAL		• Complimentary Wi-Fi available
AV Use Fee		\$117.00
Large AV Package	UP to 4 Screens UP to 6 Mics	\$674.00
Medium AV Package	Up to 2 Screens UP to 4 Mics	\$424.00
Small AV Package	Up to 1 Screen, Up to 2 Mics	\$270.00
Screen / Projector Use (A La Carte)	Hall & Flex	\$111.00 each
Wireless Microphone/Lavaliere (A La Carte)	Hall only	\$30.00 each
Corded Microphone (A La Carte)	Hall & Flex	\$30.00 each

INCLUDED EQUIPMENT		
TABLES AND CHAIRS		
<ul style="list-style-type: none"> • The number of available tables and chairs corresponds to the number of attending guests indicated on the rental application at time of booking. 		NO ADDITIONAL COST
Option: 72" Round Banquet Table	Option: 6' Long Banquet Table	
Seats: up to 10 people	Seats: between 6-8 people	
Padded Chairs	Padded Chairs/Plastic	
Option: 36" Round Cocktail/Bistro Table		
PODIUM		
Floor and tabletop podiums are available upon request prior to the event date.		Number of available podiums is limited.

EVENT DIAGRAM LAYOUT



Event Diagram (due 10-days prior to event)

- Layout must be prior approved by event center staff.
- No additional set up or changes made on the day of the event.
- **Appointment is required if renter wishes to review this process in person.**

SEATING GUIDELINES

- The total number of tables and chairs available to each event are **limited in terms of available resources**.*
- Set up accommodations are dependent upon the other types of set up or bookings happening in the center on the same date.
- Discuss all set up options with staff **prior** to event booking to ensure needs can be met.

ROOM	SF (APPROX)	BANQUET	CLASSROOM	THEATER	CONFERENCE
Full Hall	11,000	750	200*	800*	--
2/3 Hall	7,200	400	150*	500	--
1/3 Hall	3,600	150-170	100*	300	--
South ABC	2,700	120	90	200	--
South A or BC	1,350	60	45	100	36
South B or C	675	30	18	30	15
South Flex Patio	--	Patio has seating for 16-20; set up is as is			
North AB	1,050	n/a	24-36	n/a	n/a
North A or B	500	n/a	15	n/a	n/a
East ABCD	1,400	50	32-48	100	30
East AB or CD	700	n/a	16-24	50	15
East A,B,C,D	350	n/a		25	10
East Flex Patio	--	Patio has seating for 20-24; set up is as is			
Senior Center	1,200	Senior Room includes 12 card tables (48 people); set up is as is			
Senior Patio	--	Patio has seating for 16; set up is as is			

GUEST PARKING

Parking is first-come, first served. There are 32 designated spaces (included ADA) immediately surrounding the community center. Additional guests parking is located in the Sam's Club parking lot.