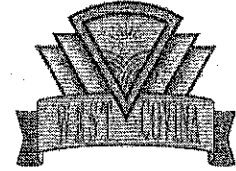


City of West Covina
Cameron Community Center
Multi-Purpose Room – Rental Fees
(Full Room Capacity - 100)



RATES:

Refundable Security Deposit	\$305
Insurance	\$120
Per Hour	\$200
Tables	\$2 / per
Chairs	\$1 / per
Kitchen	\$50
Jumper Permit	\$25

**A 3% administrative fee is added to all transactions regardless of form of payment.*

Rental Guidelines:

- ✓ Alcohol is strictly prohibited.
- ✓ Final payment must be received 15 days prior to rental date.
- ✓ Refundable security deposit due upon signing of contract.
- ✓ All cancelations must be made at least 15 days in advance to receive full refund. Cancelations made within 15 days of rental date are subject to forfeit part or total amount of security deposit.
- ✓ All rentals are allotted 1 hour prior to their paid rental time for set-up. Any additional time needed must be paid for prior to rental.
- ✓ All rentals must be cleared out of MPR no later than the end time as listed on contract.
- ✓ Parties are responsible for all decorations including table & chair set-up, table linen, & center pieces.
- ✓ Parties are responsible for cleanup of all decorations, food, tables, & chairs. Trash bags may be left on patio & staff will dispose in the dumpster.
- ✓ If 3rd party vendor is providing tables & chairs, renter will be responsible for set-up & teardown within rental time.
- ✓ Use of patio is included & is for catering, jumpers, and/or standing room only.
- ✓ The kitchen is for storage and/or catering only. (Upon availability)

Jumper Requirements:

- ✓ Jumper companies must provide \$1 million liability insurance with the City of West Covina additionally insured.
- ✓ Jumper companies must provide padding for entrance and exits on concrete.
- ✓ Jumper Companies must email proof of insurance to cmoreno@westcovina.org or sbusch@westcovina.org. Please include the party's name, date, and park location.

For more information or to book your next event at the Cameron Community Center contact the center at (626) 919-6966.

Cameron Community Center
1305 E. Cameron Ave.
West Covina, CA 91790