

City of West Covina
Shadow Oak Community Center



Rental Fees

Effective April 1, 2020

RATES:

Refundable Security Deposit.....	\$305
<i>Main Hall (Capacity – 220 dining)</i>	
1 Hour (minimum 5 hours)\$257.50

ALCOHOL FEES:

Alcohol Permit.....	\$221.45
Police Rate (minimum 5 hours).....	\$133.90/HR

*3% administrative fee is included in rates.

ALL RENTALS INCLUDE:

- ✓ Patio
- ✓ 2 staff to oversee facility (not waiters)
- ✓ Insurance for parties without alcohol
- ✓ Cleaning
- ✓ Teardown of tables and chairs
- ✓ Full use of Kitchen
- ✓ 30 minutes of set up prior to party

Rental Guidelines:

- ✓ All non-alcohol related rentals must be booked at least 15 days in advance.
- ✓ All alcohol related rentals must be booked at least 30 days in advance.
- ✓ Final payment for all rentals must be received 15 days prior to rental date.
- ✓ Refundable security deposit due upon signing of contract.
- ✓ All cancellations must be made at least 15 days in advance in order to receive full refund.
- ✓ All rentals must be cleared out of the facility no later than 12 am.
- ✓ Security deposit will be held if rental goes past agreed time.
- ✓ Parties are responsible for all decorations including table linen and centerpieces
- ✓ No tape, staples, pins to be used on the walls.

For more information or to book your next event at the
Shadow Oak Community Center please call (626) 965-0328.

2121 Shadow Oak Drive
West Covina, CA 91792