

Facility Reservations Packet

Calabasas Tennis and Swim Center
23400 Park Sorrento Calabasas, CA 91302



Reservations Contact Information

Chelsee Howard - Recreation Coordinator

Email: CHoward@CityofCalabasas.com

www.CalabasasTSC.com 818-222-2782



City of Calabasas

Catering Services: Atmosphere Catering & Events

(310) 403.1214

AtmosphereEvents@yahoo.com

Facility Rental Options

Reservations are accepted on a FIRST COME, FIRST SERVE basis. To reserve a date and to be placed on the Master Schedule, you must submit a reservation request and proper deposit **no less than** two weeks prior to event, **and no greater than** 6 months in advance. **Please check availability with the Calabasas Tennis & Swim Center.**

Facility Areas	Attendance	Hourly Fee
Fireside Room	46	\$50.30
Center Court Room	67	\$63.90
Fireside + Center Court Rooms	113	\$94.30
Tennis Patio	200	\$55.50
Pool Patio	200	\$126
Stadium Court		\$126
Open Swim Pool Party		
Up to 25 People	25	\$80/day
Up to 50 People	50	\$110/day
Up to 75 People	75	\$140/day
Up to 100 People	100	\$170/day
Over 100 People	100+	\$170 plus \$30/every additional 25 guests

Pool Parties are available during Open Swim hours (**pool will still be open to the public**) from Mid-June through August, and only available Saturday or Sunday from 12:00-3:00pm or 3:00-6:00pm. (3 hours only)

All events must end at midnight.

Refundable Rental Deposit	Fees
1-75 People Attending	\$200
76+ People Attending	\$400

Please see Rental Deposit terms on following page.

Processing Fee	Fee
Nonrefundable Facility Rental Processing Fee	\$10

Liability Insurance	Fees per day
1-100 People Attending	\$86
101+ People Attending	\$118
1-100 People Attending— POOL PARTY	\$189
101+ People Attending— POOL PARTY	\$332

Every party **MUST** have General Liability to hold an event at the Tennis and Swim Center (NO EXCEPTIONS).

If insurance requirements are not met, the event will be cancelled and the Security Deposit **will be** retained.

All food and beverages MUST be provided by our on-site caterer (NO EXCEPTIONS).

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SECURITY

Security Officers are required for events with over 75 people or when alcohol is being served. Security fees are \$35 per hour, per Officer, with a 4 hour minimum requirement. 1 guard per every 75 guests is required.

Fees Subject to Change



CITY of CALABASAS

APPLICATION PROCEDURE & RULES

Application, appropriate deposit, fees and insurance fee(s) for the use of *Calabasas Tennis and Swim Center* facilities must be submitted to the City Calabasas, c/o Facility Reservations, 23400 Park Sorrento, Calabasas, CA 91302. Reservations will be taken Monday through Friday from 8:00a.m.-5:00p.m.

Receipt of your application, rental deposit, fees, and insurance by the City **does not** constitute acceptance of the reservation. Reservation is not confirmed until Full-time City Staff has approved the application. Additional approvals may be necessary for additional rental stipulations i.e.: entertainers, DJs, characters, etc.

Applicant must be at least 18 years of age.

Rental deposit: Rental deposit is required for all reservations at the time of reservation. The rental deposit is separate from the rental fee and cannot be credited toward rental costs. **Deposit is refundable provided the facility is returned in the same condition in which it was found and all hours occupied have been pre-paid.** Any portion of the rental deposit may be withheld for: a) damages to building, furnishings or grounds, b) missing equipment, c) facility left in unclean condition, d) space occupied beyond maximum capacity, e) bringing in outside food or beverages (your party will be cancelled immediately), f) unapproved vendors. **Deposit will be returned no later than thirty (30) days after an event.**

Fees and insurance are due thirty (30) days prior to scheduled event.

Refunds: We will gladly offer a refund for any reservation cancelled with a **minimum** of thirty (30) days notice prior to reservation date. If cancellations occur less than thirty (30) days prior to reservation date we will deduct twenty five percent (25%) of the total rental fee. Liability insurance is non-refundable once the event commences.

GENERAL RULES:

All facilities are **smoke free**. Smoking is strictly prohibited – ordinance 2006-217. E-Cigarettes are also prohibited.

Renter will solely be responsible for:

- Damages, loss, accidents, or injuries to persons or property resulting from use of City property.
- Supervision and control of persons in attendance.
- Damages to furniture, equipment, fixtures, or any part of facility.

Additional charges will be assessed to the renter for any damage, repair or cleaning required by the City. Any injury requiring medical attention or damage incurred on City premises must be reported to staff immediately at 818-222-2782.

Renter is allotted ½ hour before and ½ hour after function for set-up and clean up; free of charge.

The City staff reserves the right to full access to all activities at any time in order to ensure that all City rules and regulations, as well as County and State laws are being observed.

The City reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates any City ordinances, rules or regulations, without refund.

Control of lights, heating/cooling systems and other equipment is the responsibility of the City staff member on duty. Any requests for adjustments should be made to the staff member on duty.

SETUP:

All special event equipment (stages, booths, umbrellas, archways, etc.) and all rental equipment must be approved with the full time office staff prior to booking the event. **All outside equipment that requires electrical power must provide a generator.** The following are not permitted: rock climbing walls, motorized equipment, trampolines, etc. All animal vendors must be preapproved with the full time office staff.

Candles, open flames, and fog/ smoke machines are not permitted. **Dunk Tanks and Food/Game Trucks are not permitted.**

Decorations: To preserve the integrity of our party rooms, decorations must be hung with masking tape only; no nails, tacks, or staples in walls or on the tables. At no time should exits be covered or obstructed. All balloons must be taken down and disposed of properly.

Events requiring rental of additional tables, chairs or equipment is the responsibility of the renter and must coordinate the delivery of these items within rental hours. City is not responsible for loss or damage of rental equipment.

Renter is responsible for all persons present during set-up and clean-up of event. Use of ladders during a rental is the risk of the renter and **will not** be supplied by the City of Calabasas.

CLEANING:

The renter, not the City of Calabasas, is responsible for all clean up required for the event. (The City of Calabasas will set up and take down all tables and chairs.) Please do not drag any tables or chairs across the floor, this will cause damage.

The renter is responsible for any and all damages

All clean-up must be completed prior to check-out time on the same day as the event. Renters are responsible for: a) Disposing all waste in garbage cans and trash cans, b) Wiping clean all tables and chairs, c) Picking up trash and/or mopping any spills in room or rest rooms, and d) Removing all decorations.

A cleaning check list will be completed before and after each rental by a City staff member.

Spots not properly cleaned during your event will be cleaned by the City; expense will be deducted from your rental deposit.

SECURITY:

One Security Officer for every 75 people is required for all rentals. Rentals serving alcohol must have Security officers no matter the number of attendees. The City of Calabasas will provide Officers at the expense of the applicant.

Officers hired for an event must be on duty ½ hour before guests' arrival and remain on duty ½ hour after the scheduled event.

VENDORS:

The Calabasas Tennis and Swim Center has a preselected & insured list of D.J.'s for you to pick from. Our list of D.J.'s are the only D.J.'s that are allowed to perform at this facility.

All Third Party Vendors (companies/ individuals/ friends/ family providing any kind of entertainment, etc. for hire) must name the City of Calabasas as additional insured and submit a certificate thirty (30) days prior to the scheduled event. You must also include the endorsement page. The proper endorsement form is required!

It is imperative that the following verbiage is on the Certificate of Insurance as well as the Endorsement:

City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

If insurance requirements are not met by you or your vendors, the vendor will be prohibited at the facility and your event may be cancelled and your security deposit will be retained by the City the Calabasas. *See attached Insurance Requirements



City of Calabasas

INSURANCE AND ENDORSEMENT REQUIREMENTS FOR USE OF FACILITIES AND PARKS

The City of Calabasas requires all customers to provide an underwriter's Endorsement with a **Certificate of Insurance** in order to confirm use of facilities. The minimum requirements are for General Liability Insurance coverage of \$1,000,000.

An additional insured clause is an amendment to an insurance contract that provides coverage rights to other parties involved in a transaction. It serves to protect the additional parties in the event of negligence on the part of the primary policyholder, also known as the named insured. The need for additional insurance clauses has risen in part as a result of the increase in the number of lawsuits.

There is a common misconception that if a party is issued a Certificate of Insurance, it is the same as being an additional insured. This is not the case and the policy must be **endorsed** adding the City of Calabasas as an additional insured. The City does not accept only a Certificate of Insurance adding the City as an additional insured. **The endorsement must have the policy number and the City of Calabasas' name and address on the endorsement (The City does not accept blanket endorsements). The proper endorsement form is required!**

It is imperative that the following verbiage is on the Certificate of Insurance as well as the Endorsement:

City of Calabasas
100 Civic Center Way
Calabasas, CA 91302

Insurance may be sent via email to choward@cityofcalabasas.com

ALL outside Vendors (D.J.'s, Rentals and Entertainment providers) must provide the same Insurance requirements with their Name/Company name to the City of Calabasas (Calabasas Tennis & Swim Center). The City will enforce these requirements. If insurance requirements are not met by you or your vendors, the vendor will be prohibited at the facility and your event may be cancelled and your security deposit will be retained by the City the Calabasas.

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