

## RENTAL INFORMATION BALEARIC COMMUNITY CENTER

1975 Balearic Drive  
(714) 754-5158  
Fax (714) 825-0567

Rental hours: Sunday - Friday 8:30am – 10:00pm; Saturday 8:00am – 11:00pm  
\*\*Please call in advance for an appointment to view or book the facility.\*\*

### ADOBE ROOM

**Refundable Damage/Cleaning Deposit: \$250.00      2 Hour Minimum**

Footage: 65' x 29', 1885 square footage  
Capacity: Banquet Style – 12 tables with 7 chairs and **no** tables on tile area, 84 maximum  
Theater Style – 100 Maximum

Special Features: Tile floor for dancing and buffet area

Non-Profit/Resident	\$35.00/hour
Resident/Private	\$57.00/hour
Non-Resident	\$85.00/hour
Commercial/Resident	\$95.00/hour
Commercial/Non-Resident	\$140.00/hour

### SIERRA ROOM

**Refundable Damage/Cleaning Deposit: \$100.00      2 Hour Minimum**

Footage: 31' x 30', 930 square footage  
Capacity: Banquet Style – 3 tables with 8 chairs, 24 maximum  
Class Room Style – 18 Maximum  
Theater Style – 40 Maximum

Special Features: Whiteboard. No music allowed in this room.

Non-Profit/Resident	\$27.00/hour
Resident/Private	\$35.00/hour
Non-Resident	\$55.00/hour
Commercial/Resident	\$55.00/hour
Commercial/Non-Resident	\$80.00/hour

### ADDITIONAL FEES

Cancellation/Transfer Fee	\$25.00/event
TV – 32"	\$20.00/each
VCR/DVD	\$20.00/each
Portable Sound System	\$55.00/each
Additional deposit for caterer at event	\$100.00/event

Staff will setup tables and chairs prior to scheduled arrival. Rented hours will need to include time for patron setup prior to guest arrival and required cleanup after event. The deposit is in addition to rental fees and is refundable after the rental, provided the patron and guests abide by facility policies and rules, is out of the facility on time, clean up has been done properly, and there has been no damage/loss to facility, equipment, and furnishings. If any of the above requirements have not been met, an appropriate amount of the deposit will be retained and invoiced for any additional cost over the deposit amount.

**\*All fees are subject to change.**

## **Overview of Facility Rules**

1. **NO ALCOHOL ALLOWED IN OR ON THE PREMISES.**
2. There are no kitchen or refrigerator facilities available at the Balearic Community Center.
3. No live music (except non-amplified acoustic guitar or violin). D.J.s are permitted, provided the noise cannot be heard by the surrounding residents.
4. No music is allowed in the Sierra Room.
5. If a children's event is scheduled (through ages 17), a ratio of one (1) adult for every twelve (12) children is required.
6. The person signing the contract is responsible for being present at Balearic Community Center from the beginning to the end of the event. The group will not be allowed in the rented room until the contract holder checks in for the event.
7. If the person in charge cannot control his/her guests, staff will close the event. If necessary, Costa Mesa police will be called for assistance and rental fees will be forfeited.
8. All City property (tables, chairs, equipment) must remain inside the Balearic Community Center.
9. Loitering is not permitted in the parking lot or around the building.
10. Additional deposit and insurance is required for all events where a caterer will be present either serving food or warming/cooking during the event. Please ask for more information.
11. All fees are required to hold the requested rental date. Fees may be paid by check, Visa, MasterCard, or cash (exact change required).
12. Cancellation requests must be made in writing a minimum of ten (10) business days before the event and is subject to a \$25 cancellation fee.
13. To receive a full refund of the deposit, all rules must be followed, the room used must be clean and left as it was found, the rental party must be out of the building by the time indicated on the contract, tables and chairs must be cleaned by the patron, and trash bags must be taken to the dumpster. Staff will provide additional trash bags, cleaning supplies, vacuum, broom, and mop upon request. Staff will remove the tables and chairs.
14. A portion of the room deposit (or complete deposit) may be deducted from the initial room deposit paid, if rules are not followed or to pay for any room/building/equipment damage, or for additional staff time required for clean-up. Patron will be invoiced for any additional cost over the deposit amount.

### **Return of Room Deposit**

A check from the CITY OF COSTA MESA Finance Department will be mailed to the address of the main person listed on the contract approximately three (3) weeks following the event.