

**City of West Covina
Cameron Community Center
Multi-Purpose Room – Rental Fees**



(Full Room Capacity – 100)

RATES:

Refundable Security Deposit	\$305
Insurance Fee	\$122
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 the 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 in order to receive full refund. Cancellations within 15 days of rental date are subject to forfeit part or total amount of the 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 the rental.
- ✓ All rentals must be cleared out of the MPR no later than the end time as listed on the contract.
- ✓ Parties are responsible for all decorations including table & chair setup, table linen, and center pieces.
- ✓ Parties are responsible for clean-up of all decorations, food, tables & chairs. Trash bags may be left on patio and staff will dispose in the dumpster.
- ✓ If 3rd party vendor is providing tables and chairs, items must be delivered within rental time and renter will be responsible for set-up and teardown within agreed rental time.
- ✓ Use of Patio is included I full room rentals and is for catering, jumpers, and/or standing room only.

Jumper Requirements:

- ✓ Jumper companies must provide \$1 million liability insurance with the City of West Covina additionally insured.
- ✓ Jumper companies must provide padding for entrances and exits on concrete.
- ✓ Jumper companies must email proof of insurance to cromero@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

**City of West Covina
Cameron Community Center
Multi-Purpose Room – Rental Fees**



(Half Room Capacity – 50)

RATES:

Refundable Security Deposit	\$305
Insurance Fee	\$122
Per Hour	\$100
Tables	\$2/per
Chairs	\$1/per

** A 3% administrative fee is added to all transactions regardless of the 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 cancellations must be made at least 15 days in advance in order to receive full refund. Cancellations within 15 days of rental date are subject to forfeit part of or total amount of the security deposit.
- ✓ All rentals are allotted 60 minutes prior to their paid rental time for setup. Any additional time needed must be paid for prior to the rental.
- ✓ All rentals must be cleared out of the MPR no later than the end time as listed on the contract.
- ✓ Parties are responsible for all decorations including table & chair setup, table linen, and center pieces.
- ✓ Parties are responsible for clean-up of all decorations, food, tables & chairs. Trash bags may be left on patio and staff will dispose in the dumpster.
- ✓ If 3rd party vendor is providing tables and chairs, renter will be responsible for set-up and teardown within agreed rental time.
- ✓ Use of patio and/or kitchen are not permitted with Half Room rentals.

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