

## Heritage Neighborhood Center Facility Rental Fees

Class 2 – Non-Profit Groups	Class 3 – Fontana Residents	Class 4 – Non-Residents
Fontana non-profit groups, must show proof of 501 (c) 3 status	Private events hosted by Fontana residents, must show proof of residency	Private events hosted by non-residents or profit making companies

Room Rates			
Banquet Room (Full Room)			
	Non-Profit	Fontana Resident	Non-Resident
Capacity – 180 No Dance Floor Capacity – 150 with Dance Floor	\$54 per hour	\$123 per hour	\$152 per hour

Conference Room			
	Non-Profit	Fontana Resident	Non-Resident
Capacity – 12	\$28 per hour	\$55 per hour	\$71 per hour

Deposits		
	Facility Deposit	Alcohol Deposit
<b>Banquet Room</b>	\$350 – \$500	\$500
<b>Conference Room</b>	\$100.00	

- 100% of the facility deposit is due at the time of the reservation and the remaining balance is due no less than 30 days prior to the reservation date.
- All rentals that serve alcohol require an alcohol deposit and additional alcohol insurance, pending approval. Only beer, wine, and champagne can be served, with an alcohol content under 20%. All alcohol must be served by a pre-approved certified bartender. Beer, wine, and champagne can only be served in a non-glass, clear container for a maximum of 4 hours, and no later than 10pm, or one (1) hour before the end of the scheduled event. Permission to serve alcoholic beverages shall not be granted for any event where the guest(s) of honor(s) is/are under the age of 21, or the majority (50% plus one) of guests in attendance will be under the age of 21.

Miscellaneous Fees		
<b>Warming Kitchen</b>	\$83 (Flat Rate)	The kitchen is designed for food warming and serving only, as <b>cooking is prohibited</b> . Catering services require: <ul style="list-style-type: none"> <li>• a valid San Bernardino County Health Permit,</li> <li>• a valid City of Fontana Business License,</li> <li>• Liability insurance.</li> </ul>
<b>Security Guards</b>	\$58.92 per hour (includes 2 guards)	Security guard services (a minimum of two guards) will be required anytime there are over 100 guests, music entertainment (DJ), and /or alcohol being served. Security guards will be arranged by the Community Services Department Staff.

## Insurance

Insurance rates vary depending on private event. For detail information, submit a facility application and a facility coordinator will provide you with the appropriate rates.

All renters are required to provide proof of financial responsibility by means of liability insurance in a \$1,000,000 general liability insurance coverage per occurrence or \$2,000,000 for general aggregate naming the City of Fontana, its officers, agents and employees as additional insured. If client cannot provide coverage, they may purchase insurance for the day, from the City of Fontana.

## Cancellation Policy

- When applicable, refund checks, including refundable deposits, are issued to the payee within 4-6 weeks after the conclusion of the reservation.
- Cancellations requested *at least 60 days prior* to the reservation date will receive 100% of refund, minus a \$150 cancellation fee, and a \$10 processing fee. Cancellations requested *less than 60 days prior* to the reservation date will result in loss of 100% of fees paid, plus a \$10 processing fee.

## Additional Information

- All rentals require a minimum of a four (4) hour reservation period.
- All applicants must be present during the entirety of the scheduled reservation.
- DJ's and /or live music are to play only during the scheduled event time. Music must end no later than 11pm, or one (1) hour prior to the end of the reservation.
- **All vendors must have insurance; bartender, DJ, live music, caterer, etc.**

### Hourly Rental Fees Include:

- 21 5ft round tables
- Rectangle tables
- Black banquet style chairs
- Podium
- Hand held, wireless microphone
- 16ftx16ft dance floor
- Projector and Screen
- PC laptop projector connection
- iPod connection
- Stage area with curtains
- Patio with fountain

For more information or to make a reservation, please contact (909) 349-6968 or email [gjohannsen@fontanaca.gov](mailto:gjohannsen@fontanaca.gov)

**Heritage Neighborhood Center | 7350 W. Liberty Pkwy | Fontana, CA 92336**

