

Community Services Fees: Community Center Fees Summary

Exhibit E

Community Center Rentals		San Juan Capistrano Residents & Non-Profits	San Juan Capistrano Businesses	Non-San Juan Capistrano Residents, Businesses, & Non-Profits	Non-San Juan Capistrano Businesses: Revenue-Generating Activity
Facility (Two hour minimum)	Maximum Occupancy	Hourly	Hourly	Hourly	Hourly
Conference Room	30	\$24.83	\$48.63	\$72.42	\$144.84
Meeting Room	30	\$30.00	\$54.83	\$77.59	\$156.22
Community Hall (full size)	Banquet: 225	\$132.43	\$156.22	\$180.02	\$360.04
	Theatre: 396	\$132.43	\$156.22	\$180.02	\$360.04
2/3 Community Hall	Banquet: 144	\$84.84	\$107.60	\$144.84	\$287.62
	Theatre: 202	\$84.84	\$107.60	\$144.84	\$287.62
1/3 Community Hall	Banquet: 75	\$72.42	\$96.22	\$121.05	\$240.02
	Theatre: 115	\$72.42	\$96.22	\$121.05	\$240.02
1/6 Community Hall	Banquet: 50	\$48.63	\$72.42	\$96.22	\$192.43
	Theatre: 50	\$48.63	\$72.42	\$96.22	\$192.43
Kitchen* (per day/per event)		\$75.00	\$75.00	\$75.00	\$125.00
Patio (outdoor)* (per day/per event)		\$27.93	\$27.93	\$27.93	\$55.87
Porch (indoor)* (per day/per event)		\$27.93	\$27.93	\$27.93	\$55.87
Courtyard* (per day/per event)		\$181.05	\$181.05	\$181.05	\$181.05
Alcohol Permit (per day/per event)		\$56.90	\$56.90	\$56.90	\$56.90

*Must be in conjunction with rental of Community Hall

Additional Fees:

REFUNDABLE CLEANING AND COMPLIANCE DEPOSIT:

Meetings

Up to 100 attendees: \$100
Over 100 attendees: \$300

Parties

Up to 100 attendees: \$300
Over 100 attendees: \$400

Other Rentals

Amount of cleaning and compliance deposit will be based on type of activity

Rentals with alcohol, add an additional \$200 to deposit

Cancellation Policy-All cancellations will be based on a percentage of deposit:

25% of deposit is forfeited if cancelled prior to 90 days of event
50% of deposit is forfeited if cancelled within 90-31 days of event
100% of deposit is forfeited if cancelled within 30 days of event

Cancellation fees due to inclement weather will be waived for outdoor facility rentals

The Community Center rental deposit is refundable, based on the cleanliness of the site after the event, an assessment of damage/repairs to the site associated with the rental level, combined with level of compliance with City regulations by renters and guests.

Deposits made by check will be deposited with the rental payment prior to the date of the rental. After the rental, the amount of the deposit to be refunded will be made via City check. The refund process will take two to four weeks. Deposits made by cash or credit card will be processed within two weeks.

Rental requests made less than 14 days prior to the date of the event: If the request can be approved in this short amount of time, all payments, including deposit, must be made in cash, money order, cashier's check, or credit card. Checks will not be accepted in this case.