



City of Coronado Recreation Services

Thank you for considering the *Coronado Club Room* as your event's host venue. Included with this letter is the **facility application** and **additional rental information**.

To apply for a date, complete the facility rental application and return it to the Coronado Community Center with a **\$25 nonrefundable application fee**.

Submitting your application does not guarantee a room rental. Reservations are taken on a first come, first served basis.

- The Club Room has an advance booking window of *nine (9) months*.
- Applications will not be accepted within *30 days* of event date.
- Room available 7 days a week October-May
- Room available Saturdays and Sundays only June-September

You can complete the application online by visiting **<http://www.coronado.ca.us/venues>**. Download the form to your computer, complete the form, and press the submit button to apply.

You may submit the application by fax to (619) 522-7870, scan to the e-mail listed below, or by mailing it to Coronado Community Center, 1845 Strand Way, Coronado, CA 92118.

Youth honoree events are limited to City of Coronado residents (youth honoree must be a Coronado resident). No alcohol permitted at youth honoree events.

Upon receiving an application, a Recreation Staff member will contact the applicant to confirm the status of the application.

Please contact **rentals@coronado.ca.us** with questions.

CLUB ROOM EQUIPMENT RENTAL

Please note that this form presents an estimation for Facility Renter's needs and does not constitute a confirmed price or reservation.

FEES:

Room Name	Standard Hourly Rate	Cleaning/Damage Deposit		Maximum Occupancy
		Without Alcohol	With Alcohol	
Club Room	\$125	\$100	\$400	75
Club Room Classroom	\$25	\$100	No Alc.	29
Club Room Kitchen (Flat Fee)	\$35	\$100	No Alc.	N/A

- A minimum two (2) hour rental reservation time.
- A minimum four (4) hour rental reservation time for events with alcohol.
- Setup time provided based on duration of rental. Half (1/2) hour of cleanup time always provided. Additional setup time: \$100 per hour. Additional drop off time: \$25 per hour.
- Kitchen Use is an additional \$35 (flat fee).
- \$1,000,000 Liability Insurance is required for all rentals (available for an additional fee)
- Security guard (1) required for all alcohol events (provided by City of Coronado for additional fee).
- Insured bartender required for all alcohol events.
- Youth honoree events are limited to City of Coronado residents (youth honoree must be resident). No alcohol permitted at youth honoree events.
- Cancellation Fee: \$200 charged for cancellations made after first payment is made.

Equipment Available

60" Round Tables (7)
6" x 30" Rectangular Tables (10)
Half Round Tables (2)
Chairs (up to 75)
Projection Screen (1)
Audio/Visual Package (\$100)



City of Coronado Club Room Rental Application

Applicant's Information:

Name Home Phone
 Address Cell Phone
 City State Zip E-mail

Additional Contact Person:

Name Home Phone
 Cell Phone E-mail

Organization Name (if applicable):

Name Non-profit (501-C) Yes No
 Federal/State Documentation Required

Rental Information:

Requested Event Date 2nd Date Choice
 Event Type Multiple Requested Dates

Wedding ceremony to be held at Glorietta Bay Park (on lawn/sand area in front of Club Room)?

Yes No

Estimated Attendance
 Estimated Start Time
 Estimated End Time

- Alcohol Served
- Alcohol Sold (permit required):
- Food Served:
- Catered Event:
- Use of Video Projector/TV (\$100)

Application can be submitted by:

A non-refundable \$25 application fee is due with the application

Mail:
 Coronado Community Center
 Reservations
 1845 Strand Way
 Coronado, CA 92118

E-mail:
 recdept@coronado.ca.us

Fax:
 (619) 522-7870

Credit Card Information:

Name on Card
 Card Number Expiration Date

City of Coronado Recreation Services Approved Catering and Bartending List

Only approved caterers may work at the Coronado Community Center and any City of Coronado venue. Caterers not listed on the approved catering list may apply for approval *at least 90 days prior to event date*.

Any food or beverage company serving and/or preparing food or beverages onsite is considered a “caterer” and must become an approved caterer. Approved caterers are independent and not associated with the City.

Catering Fee:

All caterers are required to pay a catering fee to the City of Coronado based on guest count of event:

- 12% of food and soft beverage sales for events of 149 guests or less
- 15% of food and soft beverage sales for an event of 150 guests or more
- There are no catering fees for events at the Club Room or for bartending services.
- If you have any questions regarding catering, please contact catering@coronado.ca.us

Approved Catering List

www.coronado.ca.us/venues

**Caterers on this list were approved at the time of this printing
Email catering@coronado.ca.us to verify current status**



Coronado Club Room Rental Information

The following information pertains to Coronado resident and nonresident rental users

- 75 guest maximum capacity
- Available 7 days a week October-May from 10am-10pm
- Available Saturdays and Sundays only June-September from 10am-10pm
- Youth events only available to Coronado Residents
- Rental includes: tables & chairs, outdoor patio area, and optional kitchen
- Park/beach use: \$100 permit
 - No equipment provided by City of Coronado
- A/V system: \$100 (optional)
- Kitchen use: \$35 flat fee (optional)
 - Events are not required to be catered
- Setup and clean-up time given based on duration of rental
- Available to book up to nine (9) months in advance

Event with alcohol:

- \$125 per hour
- 4-hour minimum rental time
- \$400 refundable damage/cleaning deposit
- 1 security guard is required (provided by City of Coronado)
 - \$35 per hour
- Insurance: \$170
- All alcohol brought in by renter. Must be served by insured bartender.

Event without alcohol:

- \$125 per hour
- 2-hour minimum rental time
- \$100 refundable damage/cleaning deposit
- Insurance: \$110