



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 **approved catering list**.

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/egov/documents>**. 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	Cleaning/Damage Deposit		Maximum Occupancy
	Hourly Rate	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.
- The rate shown is the Standard Room Rental Rate. Rates may vary based on classification of user.

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

- Check All Items Applicable
- 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

Coronado Club Room



Rental Information

- 75 person maximum guest 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

City of Coronado Approved Caterers List

Only approved caterers may work at the Coronado Community Center and the Coronado Club Room. Caterers not listed on the approved catering list may be used but must contact the Recreation Department to become an approved caterer 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 beverage sales for events of 149 guests or less
- 15% of food and 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

Coronado Bayside Grill	www.coronadobayside.com	(619) 435-1740
Abbey Catering	www.theabbeycatering.com	(858) 225-2349
Achiote Catering	www.achiotes.com	(619) 395-6817
Affordable Affairs Catering	www.affordableaffairscatering.com	(619) 282-1064
Anything But Ordinary	www.anythingbutordinarycatering.com	(760) 535-5760
ArtQuest Catering	www.artquestcatering.com	(619) 823-9531
Bar None BBQ, Inc	www.barnonebbq.com	(619) 285-0801
Bekker's Catering	www.bekkerscatering.com	(619) 287-9027
Casa De Mexico	www.casadeltacorestaurant.com	(619) 726-4704
Continental Catering	www.continentalcateringsd.com	(619) 698-3500
Creative Catering & Events	www.sdcreativecatering.com	(858) 750-2365
Crown Point Catering	www.crownpointcatering.com	(619) 223-1211
Elegant Events	www.eleganteventscateringco.com	(858) 278-5691
El Tapatio	www.eltapatiocatering.com	(619) 423-2440
Encore Catering and Events	www.cateringbyencore.com	(858) 705-7320
Four Seasons Catering	www.fourseasonsfoodcatering.com	(619) 994-3801
French Gourmet	www.frenchgourmet.com	(858) 488-1725
GR Catering	www.grcatering.com	(619) 808-5566
Il Fornaio	www.ilfornaiocatering.com	(619) 437-4911
Indulge Contemporary Catering	www.indulgecontemporarycatering.com	(619) 888-8083
In Good Taste	www.ingoodtastesd.com	(619) 298-7010
Isaac's Catering	www.isaacscatering.com	(760) -931-0267
JennHouse Catering	www.thejennhouse.com	(707) 483-3251
Lil' Piggy's Bar-B-Q	www.nadolife.com	(619) 522-0217
Mandarin House	www.mandarinhouselj.com	(858) 229-8889
Mastiff Sausage Co.	www.mastiffsausagedcompany.com	(760) 504-3834
Mexico City Cuisine	www.mexicocitycuisine.com	(760) 842-1995
On The Border	www.ontheborder.com	(619) 448-0532
Paella Valenciana	www.paellavalenciana.com	(858) 672-2243
Personal Touch Dining	www.personaltouchdining.com	(858) 638-0672
Phil's BBQ	www.philsbbq.net	(619) 814-0050 x301
Phuong Trang Inc	www.phongtrangrestaurant.com	(619) 788-8989
Ranch Catering	www.ranchevents.com	(619) 297-4408
Rotisserie Affair	www.rotisserieaffair.com	(858) 578-8891
Rudy's Taco Shop	www.rudystacoshop.com	(760) 473-4488
San Diego Taco Company	www.sdtacos.com	(619) 255-3856

Approved Catering List

The Wild Thyme Company	www.thewildthymecompany.com	(858) 527-0226
Toast Catering	www.toastcatering.com	(619) 464-0201
Top Hat Catering	www.tophatcatering.com	(619) 469-8889
Water's Fine Catering	www.waterscatering.com	(619) 276-8803

Approved Bartender List

Bella Beverage & Catering	www.bellabeveragecatering.com	(619) 987-8207
Event Beverage Solutions	www.eventbeverage.com	(619) 232-4327
First String Bartending	www.fsbartending.com	(619) 623-3392
RG Bar Services	www.rgbar.com	(858) 396-3043
Sweet & Salty Bartending	sweetandsaltybartending@gmail.com	(951) 415-6953

**The vendors listed were approved at the time of this printing.
Please call 619-522-2452 to confirm their status.**