



## 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/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](mailto: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 (6)  
 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
- Check All Items Applicable

### 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:**  
 rentals@coronado.ca.us

**Fax:**  
 (619) 522-7870

### Credit Card Information:

Name on Card  Expiration Date   
 Card Number

**\*\*Only one application may be submitted per group, organization, or couple\*\***

# 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