



City of Coronado Recreation Services

Thank you for considering the *Coronado Community Center* as your event's host venue. Included with this letter is the **resident 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.

- Coronado residents and groups (proof required): advance booking up to 24 months
- Nonresidents and groups: advance booking up to 14 months
- Applications will not be accepted within 30 days of event date.

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 also submit the application by fax to (619) 522-7870, scan to the e-mail listed below, or by mailing it to the 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 additional questions.

NAUTILUS BANQUET ROOM AND 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	Banquet
Nautilus Banquet Room	\$300	\$200	\$500	250
Patio Half of Nautilus Banquet Room	\$200	\$200	\$500	125
Triton Half of Nautilus Banquet Room	\$150	\$200	\$500	125

- A minimum two (2) hour rental reservation time.
- A minimum five (5) hour rental required Fridays, Saturdays and Sundays.
- Saturday Nautilus Room rentals are Full Room rentals only and have a \$50 per hour premium not shown on the above chart.
- When available, five (5) hour rentals include 2 hours of setup and ½ hour of cleanup time at no additional fee. Additional setup time: \$100 per hour. Additional drop off time: \$25 per hour.
- Kitchen Use is an additional \$50 (flat fee).
- \$1,000,000 Liability Insurance is required for all rentals (available for an additional fee)
- Security guard service is required with all events serving alcohol.
- The rate shown is the Standard Room Rental Rate. Coronado residents, businesses, schools and certain Coronado based non-profit groups receive discounted room rental rates. E-mail for quote.
- Events raising or receiving funds onsite are subject to a fundraising fee.
- Cancellation Fee: \$200 until 30 days prior to the event. Cancellations within 30 days of the event will result in forfeiture of all fees.

Equipment Available

60" Round Tables (30)
 6" x 30" Rectangular Tables (15)
 Half Round Tables (2)
 Quarter Round Tables (4)
 6' x 18" Seminar Tables (6)
 Chairs (up to 250)
 Dance Floor (various sizes)

Display Easel (4)
 Podium
 American/California Flags
 Belly Bar Tables (10) (\$10 each)
 Portable Bar (2)
 Projection Screen (1)
 Stage Riser 6' x 8' (8)
 Audio/Visual Package (\$100)



Coronado Community Center Nautilus 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

Ceremony Site (if applicable)

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

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****

Nautilus Banquet Room



Rental Information

The following information pertains to Friday, Saturday, or Sunday *resident* rental users

Full Room Rental:

- 250 guest maximum occupancy
- \$300 per hour for a minimum of five (5) hours
 - o Saturday rentals increase to \$350 per hour
- Insurance: \$200 (with alcohol); \$142 (no alcohol)
- Damage Deposit: \$500 (with alcohol) or \$200 (without alcohol)
 - o Damage deposit is *refundable* pending no damage to the facility
- \$35 per hour, per guard for security guards (2 required) for events with alcohol
 - o Events without alcohol are not required to have security guards

Half Room Rental:

- 125 guest maximum occupancy
- \$200 per hour for a minimum of five (5) hours
- Insurance:
 - o \$200—event with alcohol and 100+ guests
 - o \$170—event with alcohol and 99 or less guests
 - o \$142—event with no alcohol and 100+ guests
 - o \$110—event with no alcohol and 99 or less guests
- Damage Deposit: \$500 (with alcohol) or \$200 (without alcohol)
 - o Damage deposit is *refundable* pending no damage to the facility
- \$35 per hour, per guard for security guards (1 or 2 required based on guest count)
 - o Events without alcohol are not required to have security guards

Additional Information:

- \$100 for full audio/visual system
- \$10 belly bar table (per table cost)
- \$200 ceremony site (Glorietta Bay Promenade Park)
- Rental includes tables, chairs, dance floor, portable beverage bars, and patio area
- \$50 for use of professional catering kitchen (flat fee)