

# ALPINE COMMUNITY CENTER RENTALS

## PRICE LIST 2010

<p><b>BANQUET &amp; WEDDINGS - Ballroom (5000 sq ft)</b>  <b>BANQUETS &amp; WEDDINGS Sage Room (2500 sq ft)</b></p> <p><i>Includes: Kitchen Use, Setup and Break Down of Tables and Chairs -  Ballroom Seats 280 Guests &amp; Sage Room Seats 70 Guests Banquet Style –  does not include staff</i></p>	<p>\$1600 – 4 Hour Event  \$995.00 – 4 Hour  Both include 12 x 12 dance floor</p>
<p><b>SPECIAL EVENTS:</b>  <i>Memorial Service Package (see details on next page)</i>  <i>Charity Event Package (see details on next page)</i></p>	<p>\$750  \$1400</p>
<p><b>HOURLY ROOM RENTALS:</b>  Oak Room (hourly)  Cedar Room (hourly)  Sage Room (hourly)  Ballroom (hourly)</p>	<p>\$65 per hour  \$50 per hour  \$125 per hour  \$250 per hour</p>
<p><b>Park – Rental – South Side of Park Only</b>  please state if you require electricity on at stage area</p>	<p>\$25 extra for electricity  \$50 South End only – 4 hrs  \$150 Whole Park – 4 hrs  \$15 each additional hour</p>
<p><b>Park / Balcony– Wedding Package</b>  <i>Includes Decorated Wedding Arch, White Lawn Chairs,  Friday Night Rehearsal with Wedding Coordinator  Set up and Break Down of Arch/Chairs, Private Room to Dress on-site</i></p>	<p>Park Wedding~ \$395 -2 hour Event  Balcony Wedding~\$275 – 2 hour Event</p> <p>1 hour Prior Night Rehearsal  1 Hour Ceremony</p>
<p><b>Kitchen Use (Must be Food Manager Certified)</b>  <i>Use of Industrial Kitchen includes only  Convection Ovens, Warmers, Ice Machine, Refrigerator</i></p>	<p>\$150 – 4 Hour Event</p>
<p><b>Dance Floors:</b>  Due to Room Size - Dance Floors can only fit in the Sage  or Ballroom</p>	<p>12 x 12 complimentary  12 x 16 - \$225 per event  16 x 16 - \$250 per event  16 x 20 - \$300 per event  20 x 20 - \$325 per event</p>
<p><b>Bar Service</b> – Mandatory for <b>All</b> Alcohol Use  Includes Bartender, 1 hr/Setup and Clean-up  Use of Walnut Rolling Bar  (doesn't include utensils or drinking vessels unless it's our cash bar)</p>	<p>\$150 per Event</p>
<p><b>STAFF HIRE:</b> Staff <u>Must</u> be hired to work your Event.   <i>The ACC Reserves the Right to Allocate the Appropriate Amount of  Staff Based on your Rental Requirements and Size of Your Event.</i></p>	<p>Attendant: \$25 per hour  Security Guard \$25 per hour  Waiter/Waitress: \$20 per hour</p>

## SPECIAL EQUIPMENT RENTAL

<p><u>Linens</u></p> <p>Rounds: Various Pricing/per length Banquets \$7 each Squares \$7 each (85 x 85 inches) Napkins .50 cents each Chair Covers - \$4.00 Each</p> <p>\$30 delivery charge</p> <p>White or Ivory with Gossamer Bows to match your color scheme</p> <p><u>Skirting</u></p> <p>60 " Cake Table - \$18.50 6 ft Table Skirt - \$18.50 8 Ft Table Skirt - \$23.50</p> <p>12 square &amp; 10 inch round mirrors beveled edges- \$1.50 each Coffee Service \$55 (100) \$75 (100+) Wine Glasses - \$1 Crystal Punch Bowl with ladle &amp; Glasses - \$20 event Water Pitchers ~ \$1 Margarita Machine, with Alcohol (includes 100 cups/salt \$250.00 ~ refills \$75 per side) Disco Lights - \$45 event</p>	<p>Our Banquet Tables are 72 inches Round</p> <p>They fit a Square Cloth (85x85) for Cost Effectiveness OR</p> <p>A 90 inch Round would be the smallest size appropriate to fit our 72 Round Banquet Tables</p> <p>Cake Table is 60 inches Round Banquet Tables are 6ft and 8ft</p> <p>We can match any color bow for your chair covers Chairs Covers come in Ivory or White</p> <p>We can be your one stop shop for any event. We have centerpieces and party favors available. Contact the Wedding Coordinator for pricing.</p>
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**Retreat Package: \$1500** – 3 day retreat. An exclusive rental of the center for meeting purposes. This cost is for venue rental only. It includes all set up, break down, of tables and chairs and attendant. It does not include food or refreshments or additional staffing. Please see our Staffing Requirements.

**Memorial Service Package: - \$750.00-** 4 hours – Manzanita Room for up to 100 guests. We are happy to take care of all the details of the *Celebration of Life* for your loved one. The Package includes the Manzanita Room, set up to your specifications, - and includes configuration of the West end of the room with seating podium and Reverence Table for flowers, photos of your loved one. Seating arranged for a service, with mic and PA system. The East end of the Manzanita Room is dressed with tables, table cloths and chairs. The service must be performed during regular business hours. A facilitator must be hired after business hours and security personnel if alcohol is served. ***This package does not include catering or bar service.***

**\$300 ~ 2hours** – Oak Room: Smaller room to fit guest count. Includes setup/takedown, podium and Reverence Table for flowers, & photos, and tablecloths. This package does not include catering or alcohol. The service must be performed during regular business hours.

**Charity Fund Raiser: \$1400.00 4 hours** ~ This package includes: Ballroom with tables and chairs, white table linens for up to 15 tables plus 3 linens for buffet, use of the kitchen, 16x16 dance floor and the facility attendant. Bar Services are not included. Certain restrictions apply. This package can be only applied to legitimate fundraising or charity events.

### Staffing Requirements – ACC Policy

**THE ACC RESERVES THE RIGHT TO ADD STAFF, SECURITY WHERE NECESSARY.** For Events, on the weekends, and outside of normal Monday to Friday, 9-5 business hours, the ACC Requires for An Attendant to be hired to open the center and assist with your event. Staffing/Attendants are \$20 per hour. For Events with over 75 Guests a Security Guard Must Also Be Hired for the Duration of Your Event. A Rental Contract Must Be Signed Prior to Your Event.

Restrictions: The ACC reserves the right to refuse service. Where alcohol will be served at any event, the ACC reserves the right to refuse alcohol, unless all ABC Liquor laws are adhered to. *ACC bonded bar staff can only be used to serve alcohol.* We reserve the right to request additional insurance to events we deem appropriate, otherwise all rentals will be asked to sign a Hold Harmless Indemnification.

