

# ALPINE COMMUNITY CENTER RENTALS

## PRICE LIST 2012

### WEDDINGS - Ballroom (5000 sq ft)

\$1600 – 4 Hour Event

### WEDDINGS - Sage Room (2500 sq ft)

\$995.00 – 4 Hour

Both include 16 x 16 dance floor

*Includes: Tables and Chairs - Setup and Break Down*

*Ballroom Seats 280 Guests & Sage Room Seats 70 Guests Banquet Style – does not include staff*

### SPECIAL EVENTS:

*Memorial Service Package (see details on next page)*

\$750

*Charity Event Package (see details on next page)*

\$1400

### HOURLY ROOM RENTALS: CAPACITY

Oak Room (hourly) 80 theater style & 50 with rounds

\$65 per hour

Cedar Room (hourly) 80 theater style & 50 with rounds

\$50 per hour

Sage Room (hourly) 80 theater style & 150 with rounds

\$125 per hour

Ballroom (hourly) 300 theater style & 450 with rounds

\$250 per hour

### Park – Rental – South Side of Park Only

please state if you require electricity on at stage area

\$25 extra for electricity

\$50 South End only – 4 hrs

\$150 Whole Park – 4 hrs

\$15 each additional hour

### Park / Balcony– Wedding Package

*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*

Park Wedding~ \$395 -2 hour Event

Balcony Wedding~\$295 – 2 hour Event

1 hour Prior Night Rehearsal

1 Hour Ceremony

### Kitchen Use (Must be Food Manager Certified)

*Use of Industrial Kitchen includes only*

*Convection Ovens, Warmers, Ice Machine, Refrigerator*

\$300 – 4 Hour Event

### Dance Floors:

Due to Room Size - Dance Floors can only fit in the Sage or Ballroom

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

### Bar Service – Mandatory for All 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)

\$300 per Event (fee is waived if it's our cash bar- but sales must total \$300 for up to 100 guests & \$500 for more than 100 guests)

STAFF HIRE: Staff Must be hired to work your Event.

Attendant: \$25 per hour

Security Guard \$25 per hour

Waiter/Waitress: \$20 per hour

*The ACC Reserves the Right to Allocate the Appropriate Amount of Staff Based on your Rental Requirements and Size of Your Event.*

## *SPECIAL EQUIPMENT RENTAL*

### **TABLE LINENS:**

Rounds: Various Pricing/per length  
Banquets \$7.00 each  
Squares \$7.00 each  
Napkins \$.55 each  
Chair Covers \$4.50 ea  
(includes contrasting bow in a color of your choice)  
Covers are cream or white in color

### **SKIRTING:**

60" Cake Table \$18.50  
6 ft table skirt \$18.50  
8 ft table skirt \$23.50

### **MISC:**

12 inch & 10 inch round/square mirrors beveled  
Edges \$1.50 ea  
Coffee Service (less than 100) \$55.00  
(more than 100) \$75.00  
Wine Glasses \$1.00 ea  
Water Pitchers \$1.00 ea  
Margarita Machine, with alcohol \$250.00  
(incl. 100 cups/salt refills: \$75 per side)  
Disco Lights \$45 per event

Our banquet tables are 72" round.

They fit a square cloth (90x90) –most cost effective

A 90" round would fit well and cost \$12.00 ea

Cake table is 60" round

Banquet tables are 6ft & 8ft

We can be your on stoOp shop for any event. We are able to do centerpieces starting at \$5.00 each and have a large selection of party favors to choose from. Contact our Wedding Coordinator for pricing

**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.

**The ACC is a non-profit 501(c)(3) organization with no outside government funding.**

### **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 \$25 per hour. For Events with over 100 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.

