



# HOWE COMMUNITY CENTER

## General Information

- Counselman (Howe) Community Hall is 52'x56' with disco ball and raised theater stage area. Maximum capacity of the Hall is 196 with tables and chairs.
- (20) 60" round tables, (25) 8' x 30" tables, (2) 6' by 30" rectangle tables, (14) 2' x 30" rectangle tables and (2) card table. Tables seat 8 comfortably.
- Audio/visual equipment, LED stage lighting and projector screen available to rent.
- Hall rental includes kitchen with stove, freezer and refrigerator. Shelves in refrigerator and freezer are 21"x27" to accommodate caterer and deli trays.
- Separate room (Boardroom) for dressing/quiet space available at an additional rental rate.
- Fulton El Camino reserves the right to restrict access when Hall attendance exceeds the maximum capacity of 200 occupancy or safety is compromised from lack of space to move around freely.

## Rental Process

- **\$250 Deposit is required at time of booking. (It is not applicable to your rental cost). A \$500 Deposit is required for events that are serving alcohol.** The deposit check will be deposited in the bank immediately. This deposit ensures the building will be left clean, in good condition and the District compensated for any damages that may occur. We will hold your date for a maximum of one business day without a deposit.
- **Reservation must be paid in full two weeks prior to the event or event will be cancelled and deposit will be forfeited.** Payments may be made over the phone with credit card.
- **Fulton-El Camino Police** must provide security during **Youth Events** where it is expected that the guest will be predominately High School or College Age. Cost is an additional **\$80 an hour**.
- **Fulton-El Camino Police** must provide security for **events where alcohol is present/ being served**. Cost is an additional **\$80 an hour**. **Alcohol is prohibited at Youth Events (See page 4.)**
- Certificate of Liability Insurance required with all events. Minimum coverage is \$1,000,000 (one million dollars) and a CG 20 11 or similar form must be provided naming **Fulton-El Camino Recreation and Parks District** as "additional insured". Liability coverage may also be obtained through the District at an additional cost of \$160.00. (See page 4.)

## Event Information

- Access/Use of facility starts and ends as stated on reservation application form. Plan accordingly for both set up and clean up time.
- Facility does not have storage space for furniture, china, decorating items, etc. We will not accept delivery of any items before your rental time and anything left after your function will be disposed of.
- Event staff will set up and tear down tables and chairs before and after event. Table layout/chart must be turned into facility no later than 2 weeks prior to event.
- Event staff will be available throughout your event to answer questions and resolve any issues.
- Event staff will do checklist inspection of facility pre and post event. Please designate responsible person who will stay until the end to sign off on walk-through as this can affect your refund.

## Hall Rental Rates Information

**Hall** – Capacity 200  
(\$250/\$500 Deposit)

Mon.-Fri. 8:00 am- 5:00 pm - \$200 first 3 hours/ \$25 each additional hour.

Mon.-Thurs. 5:00 pm – 10:00 pm - \$325 first 3 hours/\$75 each additional hour.

Fri. (after 5:00 pm) through Sun. - \$600 first 4 hours/ \$100 each additional hour

**Board Room** – Capacity 32

(\$100 deposit if renting independently. No deposit if renting in conjunction with Hall.)

Mon. – Fri. 8:00 am -5:00 pm - \$75 first 3 hours/ \$25 each additional hour.

Evenings (5:00 pm – 10: 00 pm)/ Weekends (Sat. & Sun.) \$90 per hour

**Gazebo at Howe Pond** – Capacity 100

(\$100 deposit if renting independently. No deposit if renting in conjunction with Hall.)

Mon. - Fri. – Independent rental \$150 first 2 hours/ \$50 each additional hour.

Evening (after 5:00 pm) & Weekends - (Sat. and Sun.) \$300 first 3 hours/ \$75 each additional hour.

## Audio/Visual Equipment Rental Rate

Wireless Mic - \$25 each Mic

Lavalier Mic - \$25

Podium – No Charge

Wired Mic - \$25 each Mic

Projector with Screen - \$25

## Facility Deposit Refund Policy

- Deposit Refund Checks will be made out and sent to the person and address on application form. They are processed through Sacramento County in approximately 4-6 weeks after your event.
- Deposits are fully refunded when ALL of the following conditions are met:
  - (1) Facility is turned over to Event staff at **scheduled time** on rental form.
  - (2) No damage occurs to the building or to District property.
  - (3) Facility is left in pre-event condition.
  - (4) Pre/Post Event Inspection Form signed off.
  - (5) All rules are followed \*

\* See Rules Governing Use of Community Center & Gazebo (Pg. 5)

## Cancellation/Change of Date Fee

**Misrepresentation of the nature of the event may cause, at our discretion, cancellation of the event before or during the event. Should the event be cancelled for this reason, there will be no refunds of any monies.**

- Less than 3 months before reservation date – Forfeit entire deposit
- 3-5 months before reservation date - Refund \$200 or \$450 (forfeit of \$50)
- 6 months or more before reservation date - Refund \$225 or \$475 (forfeit \$25)
- Cancellation request for special circumstances will be review on a case by case basis.
- All cancellations will be charged a \$25 administrative cancellation fee.

## Seating Accommodations

Tables seat 8 people comfortably and up to 10.

(20) 60" round tables, (25) 8' x 30" tables, (6) 6' by 30" rectangle tables, (14) 2' by 30' rectangle tables and (2) card table. 200 stackable chairs.

## Hall

- Theater style set up – 200 people
- Banquet style set up with dance floor area – 160 people
- Round tables – 120 people

## Board Room

- Theater style set up – 40 people
- Round tables – 30 people

## Gazebo

- Seats up to 80 people

## Insurance (Required for all events)

**A \$1,000,000 Special Event Liability insurance coverage is required** specifying **Fulton El Camino Recreation & Park District** as “Additional Insured” through your Homeowners Insurance policy. If you are not able to provide your own Special Event Liability Insurance, the District can provide a standard, one-day, special event policy for a private function through HUB International Insurance Services, at an additional cost of **\$160**. The District can obtain a quote for special circumstances.

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys’ fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District’s facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District facilities.

## Alcohol (Security Required)

Fulton-El Camino Park Police must provide security at any event where alcohol is to be served.

- **Alcohol must remain inside building.**
- **Alcohol may NOT be served at Youth Events.**

## Youth Events (Security Required)

Security is also needed where it is expected that guests will be predominately High School or College age. The cost is \$80 per hour added to the rental fee.

**The District has the right to require security for any event deemed necessary by the District. The District reserves the right to cancel the scheduled activity should misrepresentation or omission of facts be discovered. Insurance and security costs are subject to change and are not set by the District.**

## Open Flame Candles

**Use of open flame candles or devices is subject to the California Uniform Fire Code. The following guidelines will help keep you and the District legal:**

- Candles should be self-extinguishing and not spill more than 1/4 teaspoon wax even if tipped upside down. Candle holders should automatically set themselves upright when tilted to a 45° angle. (If the candle extinguishes itself immediately and no wax is spilled if tipped you can get around the 45° ruling).
- Flame should be enclosed by some sort of chimney or bowl unless the opening at the top is far enough from the candle that you can place a piece of paper over the top for at least 10 seconds without igniting it.
- Floating candles in water are allowed.
- Restaurant candles (which are usually poured into round-bottom containers) are fine but taper candles in chimneys are not. You are welcome to use them for decoration as long as you tell your wedding guests not to light them. If you want lighted candles, we would suggest checking restaurant supply stores.
- Open-flame devices that may **not** be used for decorative purposes are oil lamps, gas lamps and similar devices

**Fulton-El Camino Recreation & Park District**  
**Rules Governing Use of the Howe Community Center & Gazebo**

**General**

1. Attendance may not exceed 200 persons.
2. Smoking is not permitted anywhere indoors or within 25-35 feet of building.
3. Final arrangements – including rental hours, floor plan and final payment – must be made at least two weeks before the reserved date.
4. Facility must be returned in “as found” condition including: all trash and decorations placed in containers provided; all property not belonging to the District removed from the premises; bathrooms left in reasonable condition; kitchen counters, stove top and refrigerator interior wiped clean; major spills removed from floors; and tabletops wiped clean.
5. Half of rental deposit (\$100) will be forfeited for events exceeding the first 30 minutes past scheduled ending time and the entire \$250 deposit forfeited for anything over 30 minutes past.
6. Fulton-El Camino Recreation and Park District will bill additional charges for any damages done to the facility that may exceed the deposit amount.
7. When calculating rental hours, be sure to allow for decorating, catering and cleaning time in addition to the actual time of your function as you will only be allowed in the facility during those reserved hours.
8. Furniture belonging to the District must remain inside the building.

**Decorations**

1. Decorations **may** be attached by Blue painter’s tape, removeable mounting putty, string or zip ties and must be removed at end of event. Push pins, tape or nails **may not** be used.
2. **Rice, birdseed, glitter or confetti is prohibited inside or outside of the building or on walkways near the Gazebo.**
3. **Open flame candles/devices are prohibited.** (See page 4 guidelines for acceptable lighting)
4. Fulton-El Camino Recreation and Park District is not responsible for items left at the facility including clothing, decorating items, kitchenware, etc.
5. Furniture, decorating items, etc. may NOT be delivered before the contracted hours of rental.
6. Renters using the Gazebo are expected to clear any flowers, ribbons, balloons or other decorating materials from the area immediately following the function.

**Alcohol/Youth**

1. Security is required at Youth Events, where it is expected that guests will be predominately High School or College age. **Alcohol is prohibited at Youth Events.** The cost is \$80 per hour added to the rental fee.
2. **Minors may not be served alcoholic beverages of any kind. Event will be closed down immediately if this occurs.**
3. At least one adult supervisor must be present for every 15 juveniles when the facility is used by juveniles ages 18 and under.
4. The Board Room (next to the kitchen) **may not be used** as a playroom or childcare room.

**Security**

1. **FEC Park Police** must be present for functions where **alcohol** is served or any sort of cash sales. Alcohol **MUST** remain **inside** the building at all times. **Alcohol is prohibited at Youth Events.** The cost is \$65 per hour added to the rental fee.
2. District staff will enter the room or observe the function periodically throughout event.
3. **If, at any time, a situation arises that is beyond the control of the Event Staff during your function, Event Staff will call the necessary authorities. A formal complaint will be signed on behalf of the District and, if necessary, the event ended and the building closed. The event deposit will be forfeited to the Park District as a result.**
4. **Fulton El Camino reserves the right to restrict access when Hall attendance exceeds the maximum capacity of 200 occupancy or safety is compromised from lack of space to move around freely.**

I have read and understand all Rules Governing the Use of Howe Community Center and Gazebo.

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**Signature**

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**Date**