



# Howe Community Center

Whether it's a wedding reception, anniversary, Birthday party, or Business meeting, we have a beautiful facility to meet your needs.

The Community Center is a very popular venue that features an eight-burner commercial range, triple sink, and side by side refrigerator and freezer.

The muted decor provides a subtle background for any color scheme you desire and the floor to ceiling windows give the room an airy feeling.

The auditorium is a 50' x 57' room decorated in soft gray and sage green. The side walls consist entirely of floor-to-ceiling windows overlooking patio areas to the park on one side and Howe Pond on the other. There is a stage appropriate for theatrical productions. Banquet tables can accommodate functions for up to 196 guests cafeteria style, 150 reception style with dance area, and 120 at rounds. A spacious kitchen area and separate room for dressing/quiet space complete the building.

## Accommodations

### Hall

- 120 people set using round tables
- 160 people set with banquet tables (and a space for dancing)
- 196 with theater style set-up

### Gazebo

- The beautiful outdoor gazebo next to the pond can sit up to 100 guests for a ceremony

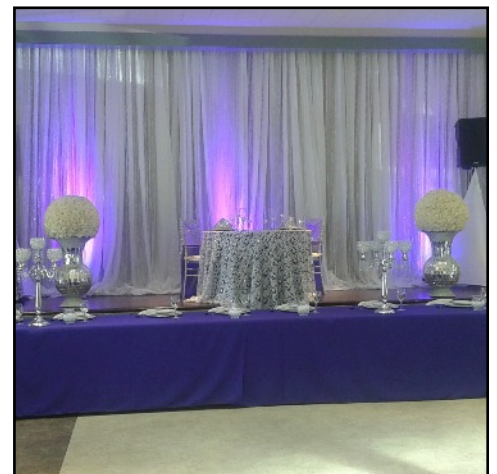
### Board Room

- 20 people sitting in classroom style
- 30 people sitting around tables
- 40 people with theater style set-up

Tables and chairs will be arranged upon arrival per requested lay out. Please speak with rental assistant for layout options.

Set up and take down time must be included in facility rental time.

Week-end reservations may be made up to one year in advance of your special event. A deposit is required to reserve the facility, dates will not be held.





### **Deposit**

**\$200** All weekend functions

Deposits are refundable if all rules are followed, you are out on time and the building is returned to the condition in which you found it.

### **Basic Rental Fee for Friday or Sunday Functions**

**\$400** for the first four hours and **\$75** for each additional hour for all private parties, club functions, business parties, etc. District Residents may subtract **\$25**. Friday events must start after 6:00pm. Sunday event times must be between 1:00pm-8:00pm.

### **Basic Rental Fee for all Saturday Functions**

**\$525** for the first four hours and **\$90** for each additional hour for all private functions. District Residents may subtract **\$25**.

### **Gazebo at Howe Pond**

**\$300** for three hours. The Gazebo area will seat 100 people for an outdoor wedding with an exceptional backdrop.

### **Board Room**

**\$50** per hour. The additional room can be used during your event as a changing room or for activities, no food is allowed in the boardroom.

### **Additional Costs**

**Alcohol:** At any function where alcohol is present, Fulton-El Camino Police must provide security. The cost is **\$60** per hour. In addition, **\$1,000,000** liability insurance coverage is required specifying the **District as additional insured and that coverage includes liquor liability**. The District can provide a standard one-day, special event policy for a private function for **\$160**. The District can obtain a quote for special circumstances.

### **Youth Events:**

Fulton-El Camino Police must provide security at any event where it is to be expected that many of the guests will be High School or College age (e.g. 21<sup>st</sup>, 18<sup>th</sup>, 16<sup>th</sup> or 15<sup>th</sup> birthday parties; sorority or fraternity functions, graduation parties). Security adds **\$60** per hour to the rental cost for these events. **Alcohol may not be served at these functions.**

**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.**

