RECREATION DEPARTMENT

The Heart of the Neighborhood

CITY OF CHULA VISTA

MONTEVALLE

RENTAL INFORMATION:
Dance Room

These parties **cannot exceed 59 people**.

<u>This is for dance related functions only!!!</u>

<u>This Rental Includes Usage of:</u>

- The dance room
- All available tables and chairs

Note: *There is no kitchen use with this room!*

<u>Breakdown of Fees:</u>

1. **Rental**: $40.00 per hour.
   You are charged this as long as you and your party are in the building.
2. **Reservation Deposit:** $100.00
   *This is what you need to secure the facility. This is **NOT** an extra fee. It will be counted toward the hourly rental fee, but if you **<u>cancel this is not refundable</u>**.*
3. **One Staff:** $12.00 per hour.
   You are charged this if your rental occurs after the facility closes.
4. **Set Up/Take Down:** $24.00 flat fee.
   This fee is to cover one staff to set up and take down tables and chairs.
5. **Security Deposit:** $200.00 flat fee.
   You will receive your deposit 2-4 weeks after your rental. You may lose part or all of this deposit by staying beyond the end time on your permit, causing damage to the facility, etc.

<u>Additional Notes:</u>

- Clean up begins **one hour prior to the ending time** listed on the permit. The **latest** any rental can be in the facility is **midnight**. You must be **<u>cleaned up and out</u>** by midnight.
  EX: If your permit indicates your rental ends at 8 PM, you must begin cleaning at 7 PM.
- You may only come and set up decorations or additional tables and chairs at the start time listed on your permit.
  EX: If your permit indicates your rental begins at 2 PM, you may start decorating and setting up beginning at 2 PM, not before.
- **<u>YOU</u>** are responsible for:
  - Cleaning off and wiping down all tables and chairs
  - Taking out all trash
  - Any trash left inside or outside the facility caused by you or your party
  - Removing all decorations
  - Providing all linens (table cloths)