

Rental Information

Park Terrace Café

McClellan Adult Activity & Resource Center
1400 Vale Terrace Drive, Vista, CA 92084

Amenities

- Folding Chairs (200)
- 60" Round Tables (28)
- 6' Rectangle Tables (3)
- 36" Square Tables (5)
- Raised Performance Stage
- Ice Machine
- Projector, Screen, Speakers, and Microphone (Reservation Required)
- Baby Grand Piano (Reservation Required)
- Coffee (Extra Fee and Reservation Required)
- Kitchen Use for Licensed Caterers Only (Extra Fee and Reservation Required)

Fees and Descriptions

Rental Fee (Vista Resident)	\$166/ hr	A resident event held by and for a senior (60+) is eligible for a 30% discount.
Rental Fee (Non- Resident)	\$221/ hr	
Non-Profit Organizations	Please call for pricing.	
Cleaning Service	\$110	See below for more information.
Insurance	\$150	
Security Guard	\$26/hr/guard	Four-hour minimum. See below for more information.
Coffee (Regular or Decaf)	\$65/100 cups	Includes cups, sugar, sugar substitute, stirrers, and creamer.
Beer & Wine Permit	\$100	Beer, wine, and champagne only (no kegs allowed).
<i>Refundable Deposit</i>	\$350	
Table/Chair Relocation Fee	\$15/hr	Staff fee to set up tables and chairs.
<i>Refundable Caterers' Deposit</i>	\$500	Only applies if caterer uses the kitchen, see information below.
Kitchen Staff	\$25/hr	If applicable. See below for more information.

Additional Notes

- Renter is responsible for setup of their event and removal of personal property immediately following the event.
- No throwing of rice, birdseed, confetti, or anything of this nature is allowed.
- Permits shall be issued only to responsible adults at least 21 years of age who shall remain in attendance at event.
- All renters are responsible for controlling noise that would disturb other activities or the neighborhood.
- A 24-hour hold may be placed on a facility without a deposit.
- This facility's maximum capacity is 257 dining with tables or 378 assembly without tables.
- All events must end by 10:00 pm and the renter has until 11:00 pm to exit the facility.
- Parking is not guaranteed.
- For additional information, see the "Recreation & Community Services Policies & Procedures" document which is attached to each permit.

Security Guard Information: Security guard services are contracted by the City of Vista to a private company.

- Security is charged at a 4-hour minimum. Security is required 30 minutes pre-event and 30 minutes post-event in addition to entire event time.
- Events with more than 100 people require one security guard. The number of guards required is at the discretion of the City and its officers.
- An event with a beer and wine permit must have one guard per every 100 people or portion thereof.

Music: Live music and DJs are permitted. An event with live music must have one guard per every 100 people or portion thereof.

Kitchen Information: Kitchen is available for use only by a licensed caterer.

- Caterer must have a City of Vista Business License and provide liability insurance naming the City of Vista additionally insured with an endorsement.
- An additional security deposit of \$500 is required for a kitchen reservation.
- There is a staff fee of \$25/hour for the time the renter reserves the kitchen.
- The kitchen cleaning fee is \$65.

Cleaning Information: A Facility Usage Checklist will be used during the event and signed by the responsible party.

- The cleaning company will sweep, mop, take out trash, and put away tables and chairs.
- All items (including decorations and food) are the renters' responsibility to take down and remove. Absolutely no glitter is allowed at any time.

Reservation Requirements

- Renter shall pay 50% of the rental fee at the time the application is submitted; 100% of all fees are required if the reservation is received fewer than 90 days prior to the event. Payment of 100% of all fees is required within 90 days prior to the event date, regardless of date of reservation.
- Checks are made payable to the City of Vista.
- The security deposit, paid by separate check or credit card, is due 60 days prior to the event.

Cancellation Policy

Facility rental applicant that provides a written cancellation more than 90 days prior to the rental date shall be entitled to a refund of 100% of all fees paid to date. Cancellations received fewer than 90 days prior to rental event shall not be entitled to a refund of Building Facility fees paid; however, shall receive 100% of other fees (cleaning, security, staff, alcohol permit) paid to date if the City did not incur an expense because of rental.

For more information, please call Cindy Grady at (760) 643-5281 or email cgrady@cityofivista.com.