

Vista Civic Center - Morris B. Vance Community Room

200 Civic Center Dr. Vista, CA 92084 ★Indoor facility ★Maximum Capacity: 200 dining

Rental Information for Social Functions

(760)643-5268 or (760) 643-5275



Rental Fee (Vista Resident) **\$225/ hour**

Rental Fee (Non- Resident) **\$300/ hour**

Renter is responsible for decorating their event and removing personal/rental property immediately following event. Hours are separated by set-up time / event time / break-down time on the permit, but all hours are charged the same rate.

Kitchen Staff Fee (See Note➔) **\$26/ hour**

- Fee applies if caterer needs to use or have access to the commercial kitchen

Kitchen Cleaning Fee **\$61**

- Fee applies if caterer needs to use or have access to the commercial kitchen

Beer & Wine Permit **\$100**

- Beer, wine & champagne **only** (kegs **not** allowed)

Security Guard **\$26/hour per guard**

- See below for more information

Insurance Fee **\$150**

- Amount can vary due to type of event & applies to all users

Event Set-Up Fee(See Note➔) **\$65**

- Renter will supply city with plot plan, and the city will set up tables/chairs

Cleaning (Includes Carpet) **\$175**

- This applies to all groups using the room

Refundable Security Deposit **\$500**

Refundable Caterers' Deposit **\$500**

➔**Please Note:** Caterers' Deposit is required if caterer needs to use or have access to the commercial kitchen along with City staff

Security Guard Information:

- Security guard services are provided by the City of Vista through a private company. Applicants are charged the contractor-based fee which can fluctuate.
- An event with live music and/or a beer & wine permit must have 1 guard per 100 people for the entire time of the event plus a ½ hour before event begins and ½ hour after event ends. Without beer & wine, events with over 100 people require one security guard. The number of guards required is at the discretion of the city and its officers. (See Policies and Procedures)
- Youth and teen-oriented events (i.e. quinceaneras, sweet 16, etc.) require 3 guards, regardless the number of attendees.

Tables and Chairs:

- 21- 72" Round Tables
- 28 - 4' x 6' Rectangular Tables
- 200 Chairs

Music: Live music and DJ permitted in this facility.

Caterer Information:

- Events must be catered by a licensed caterer with a City of Vista Business License. Caterer must file their liability insurance, naming the City of Vista additionally insured with an endorsement no fewer than 30 days prior to event.
- A separate \$500 security deposit (refundable) is required to gain access to the kitchen. There is a kitchen staff fee of \$26/hour charged for any time the renter reserves the kitchen as well as the kitchen cleaning fee of \$61. These fees are non-refundable.
- The city supplies a checklist that outlines the caterer's and cleaning company's responsibilities. The kitchen staff will provide this information, but it will also be included in the rental agreement.

Cleaning Information:

- A 'Facility Use Checklist' is required and must be signed by the renter prior to the event, and city staff will verify renter's responsibilities. A post-event walk through and signature are required by both renter and city staff at end of the event. At this time, they check that the renter met their responsibilities and did not exceed the time limits on their permit.
- The cleaning company is responsible for sweeping, mopping, vacuuming, taking out the trash, and putting away tables and chairs. Renter is responsible for removing all items brought into the facility including personal items and leftover food, and disposing of trash & recycling which must be placed in the appropriate receptacles.
 - All decorations must be removed and either thrown away or taken from the facility. Nothing can be hung on the walls or windows. Only stand-alone and table decorations are allowed. Absolutely NO GLITTER allowed.

Reservation Requirements:

- 50% of the basic rental fee is required to reserve a date.
- Checks are made payable to the City of Vista
- Final payment of balance is due 180 days prior to the date of event.
 - Security deposit needs to be on a separate check or will be charged separately on a credit card and will be refunded as long as the terms of the Facility Use Agreement and Facility Use Contract are followed.

Cancellation Policy:

Cancellations made in writing 180+ days prior to the event will receive a 50% refund of Building Rental Fees paid to date and 100% refund of all other fees (See Policies and Procedures). Written cancellations made less than 180 days prior to the event will NOT be entitled a refund of Building Rental Fees but will receive 100% refund of all other fees (See Policies and Procedures).

This is basic facility information and does not include all rental details. There is a Facility Use Agreement that provides facility-specific information and must be signed with the Facility Use Contract. The agreement outlines all renter responsibilities when using a City of Vista building.

- Renter is responsible for removal of personal property & rental equipment immediately following the event.
- Throwing rice, birdseed, confetti, glitter or anything of this nature is **not allowed**.
- Permits shall only be issued to responsible adults at least 21 years of age who will remain in attendance of the function for which the reservation is made.
- All groups are responsible for controlling noise that may disturb other activities and surrounding neighborhoods.
- Permit holder is responsible for all guests in attendance, and children must be supervised at all times.
- A 24-hour hold may be placed on a facility without a deposit.

All events must end by 10:00 PM; renter has until 11:00 PM to clear out of the facility.