



# MAPLE NEIGHBORHOOD YMCA Rental Guide

<b>Weekday Hourly Rates (Mon. – Thurs.)</b>			
	Group 1	Group 2	Group 3
	\$55	\$85	\$100
<b>Weekend Hourly Rates</b>			
Fri – Sun; 8AM – 1PM	\$55	\$95	\$110
Fri – Sun; 1PM – 12AM	\$80	\$95	\$110

Rentals are charged at an hourly rate (including set-up and clean-up time). The rental of this space does not include rental of event tables and event chairs. Users are responsible for coordinating set-up and clean-up of any event set-up (for party rentals, please see our list of Suggested Vendors).

**Group 1:** Fullerton-Based Individuals, Non-Profit Organizations, Public School Districts, Government Agencies

**Group 2:** Fullerton-Based Commercial Businesses, Private Schools, Non-Fullerton Based Non-Profit Organizations

**Group 3:** Non-Fullerton Based Individuals, Commercial Businesses, and all other groups

- Hourly Staff Fee: \$30/hour
- Facility Deposit (Refundable): \$400
- Alcohol Fee: \$80
- Alcohol Deposit (Refundable): \$300
- Security Guard: \$35/hour

701 S Lemon St, Fullerton, CA 92832  
(714) 879-9622 | ymcaoc.org/fn



# EVENT FEE INFORMATION

## Event Confirmation:

A date can be reserved at the Maple Center upon completion of a signed contract and collection of a deposit totaling to 50% of the rental fee at the time the reservation is made. Sixty (60) days prior to the event the remaining nonrefundable fees are due. Thirty (30) days prior to the event, the remaining refundable deposits and insurance fees are due along with the signed contract. A \$10 processing fee will be charged for reservations made less than two (2) weeks in advance and will be granted if time permits.

## Staff Fees:

Staff Fee: \$30/hr per staff

Maple Center requires 2 staff members to be onsite during events taking place with no security guard, and 1 staff member for events with an accompanying security guard.

## Alcohol Guidelines:

Alcohol Fee: \$80

Maple Center will allow the use of alcohol under controlled circumstances. The event is responsible for obtaining all necessary State of California beverage control licenses. All alcohol must be served to persons over the age of 21 and by a certified bartender. These documents must be submitted and approved by Maple Center. The service of alcohol is limited to a maximum of 5 hours. No glass bottles are to be served to any guests at any time.

## Security Guards:

Security Guard Fee: \$35/hr per guard

Security guards are required for all events with alcohol service. Events with more than 150 guests require 2 security guards on site, and will be ordered by Maple Center. Guards are required to be present upon guest arrival, and stay until the end of clean-up time.

## Rental & Security Damage Deposits:

The below listed refundable security damage deposits may be required, and if so, will be due 1 month prior to the event date.

Maple Center Rental: \$400

Returned if no damage is done to the property, space is left cleaned, and rental is completed on time.

Alcohol: \$300

Returned if there are no issues related to alcohol, and the Police Department is not called or needed throughout the event duration.

# RECOMMENDED VENDORS

## Party Rentals

### **Dove Party Rentals**

112 E Amerige Ave. #230, Fullerton, CA 92832  
(562) 458-7752  
dovepartyrentals.com

### **Create A Party Rentals**

428 Berry Way, Brea, CA 92821  
(714) 996-3805  
sales@createaparty.com  
createaparty.com

### **Otay Party Rentals**

632 Williamson Ave. D, Fullerton, CA 92832  
(714) 394-7415  
customerservice@otaypartyrentals.com  
otaypartyrentals.com

### **Party Pro Rental Center, Inc.**

350 E Orangethorpe Ave. Unit 17, Placentia, CA 92870  
(714) 540-1785  
info@partyprorc.com  
partyprorc.com

## Event Insurance

### **EventHelper.com**

Scan the QR code to view the insurance application on [eventhelper.com](https://eventhelper.com) with all of our venue information prefilled!



# MAPLE NEIGHBORHOOD YMCA

## EVENT BOOKING: REQUEST INFORMATION



Event Name: \_\_\_\_\_

Event Type (circle one):    Private            Business

Estimated Attendance: \_\_\_\_\_

Event Date: Event Time (Including Set-up & Clean-Up): \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Will Alcohol be Served at Your Event? (circle one)    Yes            No

### Event Confirmation Policy:

A date can be reserved at the Maple Center upon completion of a signed contract and collection of a deposit totaling to 50% of the rental fee at the time the reservation is made. Sixty (60) days prior to the event the remaining nonrefundable fees are due. Thirty (30) days prior to the event, the remaining refundable deposits and insurance fees are due along with the signed contract.

A \$10 processing fee will be charged for reservations made less than two (2) weeks in advance and will be granted if time permits.

Please submit form to Maple Center, Fullerton Family YMCA, or via email to Jamie Carper (jcarper@ymcaoc.org). For inquiries, please call (714) 879-9622.

### FOR STAFF USE ONLY

1st Inquiry Date: \_\_\_\_\_ Site Tour Date: \_\_\_\_\_ Follow Up Date: \_\_\_\_\_

Lead Source: \_\_\_\_\_

Booking Date: \_\_\_\_\_ 2nd Deposit Due: \_\_\_\_\_ Final Deposit Due: \_\_\_\_\_