



**CITY OF GARDEN GROVE  
COMMUNITY SERVICES DEPARTMENT  
COMMUNITY MEETING CENTER**

Any person(s) wishing to utilize the Community Meeting Center (CMC), Courtyard Center (CYC) or Senior Center (SC) shall enter into a Contract with the City of Garden Grove.

Reservation is not confirmed until the applicant has an approved copy of the Contract signed by a representative of the City. **The applicant shall not advertise its use of the Center until this authorization is received.**

**GENERAL INFORMATION**

- Groups must confine their guest to areas and rooms designated on the Contract.
- Children in attendance at any event are to be monitored by the event holder.
- Only service dogs are allowed inside the Center.
- A limited amount of ice is available. However, large groups may need to provide additional ice.
- Ample parking is available in the Civic Center area; however, parking adjacent to the Centers may not always be available.
- Trash receptacles are available throughout Center. Extra containers and bags are available from Center Staff. All items that cannot be vacuumed must be picked up and/or spills must be mopped.

**DECORATIONS**

- No objects are to be suspended or attached to chandeliers, curtains, ceilings, walls, dance floor, windows or carpeting.
- No confetti, glitter (for table decorations), birdseeds, rice (for throwing), straw or hay is allowed in the Center.
- For use of candles, see Requirements for Use of Candles and Open-Flame Devices policy.
- All decorations must be removed at the end of the event.

**TIME AGREEMENT**

- Set-up time refers to the time allotted for caterers or those decorating or preparing the room to enter the facility.
- Event holders and/or deliveries will not be permitted in the room until the designated setup time.
- Equipment or food may not be stored at the Center prior to or after an event.
- Additional hours must be purchased one month prior to the event date.
- Bar service must end one (1) hour before the conclusion of the event.
- Entertainment must end one-half (½) hour before the conclusion of the event.
- Clean-up time refers to the time allotted for caterers and/or event holders to clean up and tear down after the event. Guests must be out of the building during this time.

**KITCHEN USE**

- Use of the kitchen is restricted to rental of the Butterfield A/B Room, or with prior approval.
- Kitchen equipment is not to be used without instruction by Center Staff.
- The event holder is responsible for ensuring that the kitchen area is clean and clear after the event.
- Center Staff will inspect the kitchen for completion of the following:
  - Counters, sinks, stove tops, ovens and grills scoured and wiped.
  - Equipment used is emptied, cleaned and returned in working order.

## **ROOM SETUP**

- Events with maximum capacity will be required to utilize the standard room diagram.
- Room diagram(s) are due one (1) month prior to event date.
- Entertainment must be set up inside the facility.

## **DAMAGES**

- Event holder is financially responsible for any damage to property and/or loss of property.
- Damage amount will be deducted from the deposit. Supervisor will determine amount.

## **LIABILITY**

- The City of Garden Grove is not liable for accidental injury to person(s) and/or loss or damage to group or individual property.
- The City shall require proof of insurance coverage when deemed necessary.

## **TICKET SALES AT THE DOOR**

- Groups requesting to sell event tickets at the door must request permission, in writing, and must receive written approval prior to event.

## **GAZEBO**

- Gazebo fees are charged by the hour.
- In combination with a small or large room, the Gazebo may be used free of charge for a maximum of four (4) hours during your contracted time.
- There will be a \$75.00 fee for the set-up of tables and chairs.
- Alcohol is prohibited in the Gazebo.

## **PERMITS AND SUPERVISION**

Contracts may be revoked for violation of regulations, and shall not be transferred, reassigned or sublet.

- Applicant assumes responsibility for obtaining all required permits.
- Contracts for use of Center may be required to include:
  - Proof of Insurance
  - Alcoholic Beverage Control license
  - Fire Permit
- Failure to obtain permits and/or insurance may constitute grounds for event cancellation resulting in forfeiture of deposit and/or fees.
- Failure to provide accurate information on Contract and all required permits may result in event cancellation.
- Applicants must comply with all City, County, State and Federal laws and regulations.

## **RENTAL RESTRICTIONS**

- Tuesday evening events are restricted to activities compatible with City Council meetings.
- Thursday evening events are restricted to activities compatible with Planning Commission meetings.

**SOLICITATION PERMIT**

- Nonprofit organizations sponsoring events at which an admission fee is charged, or commodities and services are sold, may be required to obtain a Solicitation Permit from the Business Tax Office.
- Applicants will be required to apply for a Solicitation Permit when deposit fees are due.

**YOUTH ORIENTED EVENTS**

- Only a parent or legal guardian, who will be responsible for the event and participants may execute a Contract for a youth event.
- One adult per every 20 minors must supervise minors at all times.
- Alcohol will not be permitted at any youth event.

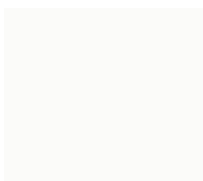
If you have any questions regarding the Center policies and procedures, please call the Community Meeting Center office at 714/741-5262.

Thank you for your cooperation.

**I have read and understand the above information and agree to comply with these policies.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



City of Garden Grove  
Community Services Department

**DEPOSITS, FEES AND CANCELLATIONS**

**DEPOSITS**

- All deposits are paid to ensure proper cleanup and to cover any replacement, repairs, damages or loss. The applicant is required to pay the full cost of materials, labor, replacement, repairs and damages (over and above the deposited funds) regardless of the amount. If damages occur and are less than the deposited amount, the difference will be refunded.
- All deposits will be refunded if proper cleanup is completed and no breakage has occurred. On-duty Center Staff will determine proper cleanup. In the event that the City has to terminate an activity for security, or any other reason prior to the scheduled time of conclusion, the City will retain all fees and paid security deposits.
- All deposits associated with the rental of Butterfield Rooms "A" and "B" at the CMC, Courtyard Center rooms, or rooms at the Senior Center will be paid upon initiation of the formal contract.
- Deposits are refunded in approximately six to eight weeks after the event date.

**ROOM FEES**

- All room fees for private functions in the Butterfield "A" or "B" rooms at the CMC, the Senior Center Dining Room or the Courtyard Center rooms shall be due four (4) months prior to the scheduled date of the activity.
- All room fees for nonprofit shall be due two (2) months prior to the scheduled date of the activity.
- All fees paid less than fourteen (14) working days prior to an event must be paid by money order or cashier's check.

**CANCELLATIONS**

- If the City is responsible for the cancellation, notice will be given as far in advance as possible and a full refund will be made.
- Cancellation must be made four (4) months prior to event date. When this occurs all fees will be refunded minus \$50.00 administration fee otherwise, all fees will be retained.

**I have read and understand the above information and agree to comply with all of the stated policies.**

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**Signature**

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**Date**

City of Garden Grove  
Community Services Department  
Community Meeting Center/Courtyard Center/Senior Center

**USE OF ALCOHOL**

Failure to comply with the following regulations will result in revocation of the permission to use alcohol and/or termination of the event.

- Garden Grove Police Officer(s) are required to be present at all events serving alcohol, and must be present at the Center prior to alcohol being served or sold.
- Alcohol may not be served or sold prior to the scheduled start of the event.
- Alcohol may not be served to minors (any person under the age of 21). Consumption of alcohol by any person under the age of 21 will result in termination of event.
- Permission to serve alcohol will not be granted for any youth event.
- No sales or requests for donations for alcohol are permitted without a license from the State Alcohol Beverage Control Department ABC-558-41-1, located at 28 Civic Center Plaza, Room 369, Santa Ana, 92701.
- A copy of this Contract must be furnished to ABC when applying for a license.
- A copy of the ABC license must be furnished to the Community Meeting Center one (1) month prior to the event.
- A copy of the ABC license must be posted in public view, near the bar, where the alcohol is being served.
- The service of alcohol at any event is limited to a maximum of five (5) hours.
- Alcoholic beverage service must end one hour prior to the event conclusion as stated on the Contract.
- Alcohol must be distributed from behind a table or bar by an adult 21 years of age and older.
- Bottles must be opened in the kitchen or behind the bar. All unopened bottles must be stored inside the bar. Beer must be served in cans or plastic cups, no glass bottles permitted outside the bar.

I have read and understand the above information, and agree to comply with all policies and laws stated above.

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Signature

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Date

Community Services Department  
Community Meeting Center/Senior Center/Courtyard Center

**SECURITY INFORMATION**

- One officer from the Garden Grove Police Department is required for any event that has 199 people or less. Events with 200 or more people in attendance require two police officers. The final number of officers needed is determined one month prior to the event by the Chief of Police. Fees will be added to your contract at the rate of \$48.90 per officer, per hour. If estimated attendance for the event changes, Community Meeting Center must be advised.
- If the original contracted attendance increases or decreases, affecting the number of security officers needed, Center must be advised **one month** prior. If notice is provided less than **one month** prior, full security payment may be required.
- If attendance increases during an event, or if a situation arises that requires additional officers to be present, the event holder will be responsible for the cost of those additional officers at a rate determined by the Police Department.
- The responsibility of the officer(s) is to ensure the safety of City property, staff, and the event holder's welfare, not to assist the event holder in conducting the event. The officer(s) may enter the event occasionally or when necessary. The officer(s) will patrol other areas of the building and parking lots.

**I have read and understand the above information and agree to comply with all of the above stated policies.**

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Signature

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Date

REQUIREMENTS FOR USE OF CANDLES AND OPEN-FLAME DEVICES  
Garden Grove Fire Department

**11301 Acacia Parkway \* Garden Grove, CA 92840**  
(714) 741-5600 \* Fax (714) 741-5640  
**Garden Grove Community Meeting Center or Courtyard Center**

Acting as authorized representatives on behalf of the State Fire Marshal; the Garden Grove Fire Department is responsible for ensuring compliance with the following requirements that apply to the use of candles and open-flame devices. If you wish to use candles and/or open-flame devices in the **Garden Grove Community Center, Senior Center** or the **Courtyard Center**, The following requirements of the **2007 California Fire Code, Chapter 3, Section 308.3.2** shall be met.

- A Fire Department permit is required to use candles or other open-flame devices in assembly areas, pursuant to **California Fire Code, Appendix Chapter 1 Section 105.6**. A \$45 fee is charged for this permit. The permit must be obtained from the Fire Department. A sample of the candleholder intended for use must be submitted to the Fire Department for approval two weeks prior to date of scheduled event. Please call (714) 741-5600 to schedule an appointment. A copy of the permit must be furnished to the Community Meeting Center or Courtyard Center seven (7) days prior to the event. The upper portion of the permit must be posted in a conspicuous place during the event.
- The devices or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in the upright position.
- The device or holder shall be aligned so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. **EXCEPTION:** Units that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over are permitted.
- The flame shall be enclosed, except as follows:
  - Openings on the side must not be more than 3/8 inch in diameter.
  - Openings on the top and the distance to the top must be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
- Chimneys must be made of noncombustible materials and securely attached to the open-flame device. **EXCEPTION:** The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
- If shades are used, they must be made of noncombustible materials and securely attached to the open-flame device holder or chimney.
- Class I, Class II liquids and LPG are not permitted. (No gasoline, Coleman fuel, lamp oil, or white gas).
- Sterno may be used. Sterno and buffet trays must be used according to manufacturer's recommendations. Food serving containers using sterno as a heat source must have a minimum six-inch setback from the edge of the table to the edge of the container.

- Use of candelabras with flame-lighted candles is prohibited by the Community Meeting Center and Courtyard Center.
- Fuel canisters must be safely sealed for storage.
- Storage and handling of combustible liquid must be in accordance with the **California Fire Code, Chapter 34.**

I have read and understand the above information and agree to comply with all of the above stated policies.

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Signature

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Date

(Resolution No. 8458-02 Permit Fees, Fee Schedule July 23, 2002).

## CANDLES AND OTHER OPEN-FLAME DEVICES

### **2007 California Fire Code**

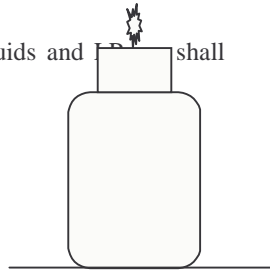
Revised September 17, 2008



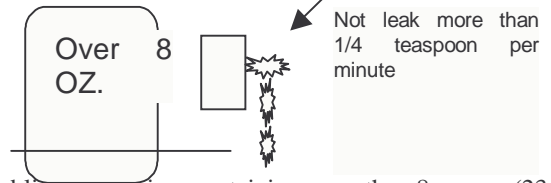
**308.3 Open Flame.** A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies with-out first obtaining a permit in accordance with Appendix Chapter 1, Section 105.6.

**308.3.2 Candles and other open-flame decorative devices.** Candles and other open-flame decorative devices shall be in accordance with the following:

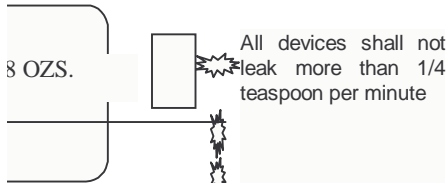
1. Classes I and II liquids and shall not be used.



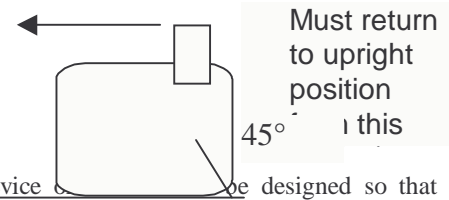
Self-Extinguish



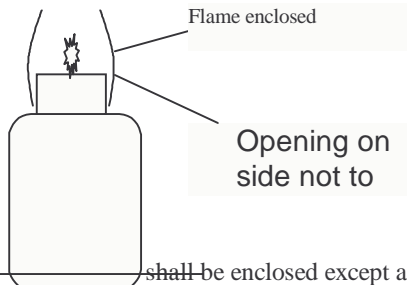
2. Liquid – or – solid-fueled lighting devices containing more than 8 ounces (236.6 ml) must self-extinguish and not leak fuel at a rate of more than 1/4 teaspoon per minute (1.26 ml per minute) if tipped over.



3. The devices or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute (1.26 ml per minute) when the device or holder is not in an upright position.



4. The device shall be designed so that it will return to the upright position after being tilted to an angle of 45 degree from vertical. Exception: Units that self-extinguish tipped over and do not spill fuel or wax at the rate of more than 1/4 teaspoon per minute (1.26 ml per minute) if tipped over.

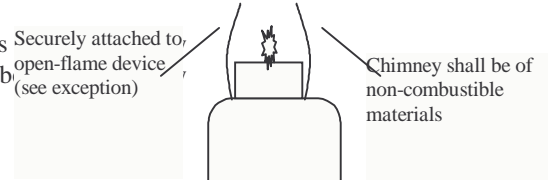


5. shall be enclosed except as follows

**5.1** Openings on the side shall not be more than 3/8 inch (9.5 mm) diameter.

**5.2** Openings on the top and the distance to the top shall be such that a piece of tissue paper placed on the top will not ignite in 10 seconds.

1. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. Exception: The chimney need not be attached to the open-flame device that will self-extinguish if the device is tipped over.



2. Fuel canister shall be safely sealed for storage.

3. Storage and handling of combustible liquids shall be in accordance with Chapter 34.

4. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.

5. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.