



APPLICATION FOR USE OF FACILITIES

CLUBHOUSES AND BBQ:

☐ Newland Barn ☐ Harbour View Clubhouse ☐ Lake Park BBQ ☐ Lake Park Clubhouse ☐ Memorial Hall
 Maximum 200 Maximum 150 Maximum 200 Maximum 100 Maximum 100

Type of Rental: ☐ Private ☐ Business ☐ Non-Profit Organization Organization: _____

Applicant Name: _____ Co-Applicant Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Main Applicant Phone: _____ Co-Applicant Phone: _____

E-mail: _____ Co-Applicant E-mail: _____

Date(s): _____

Hours Requested (include setup & cleanup): _____ AM | PM TO _____ AM | PM

Event Type: _____ Attendance*: _____
 *Guests, vendors & staff

Food served: ☐ YES ☐ NO	Alcohol on site: ☐ YES ☐ NO	Alcohol arrival time*: ____ ☐ am ☐ pm
Patio fencing*: ☐ YES ☐ NO *Additional \$40.00 for outside alcohol. <u>*Harbour View & Lake Park Only</u>	Table/Chair Set-Up: ☐ YES ☐ NO	Staff Count*: ☐ 1 ☐ 2 \$30/hr/staff *Present alcohol arrival to end of rental Harbour, Lake, Memorial: 1 staff required Newland Barn: 2 staff required
Will guests be charged to enter?* ☐ N/A ☐ YES ☐ NO Will guests be charged for alcohol?* ☐ N/A ☐ YES ☐ NO *ABC Daily License required if hosting alcohol.		

BOUNCE HOUSE, JUMPER OR GAME TRUCK, and/or FOOD TRUCK:

- ☐ I **will not** have a food truck or taco truck and/or bounce house, jumper, or game truck at my event.
- ☐ I **will** have a food truck or taco truck at my event. **A \$75.00 special permit is required. HB Business License required.**
- ☐ I **will** have a bounce house, jumper, or game truck at my event. **A \$30.00 special permit is required. Rented from approved vendor list**

We intend to comply with the Americans with Disabilities Act. If you require special accommodations, indicate below:

CITY OF HUNTINGTON BEACH
Community & Library Services
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714-536-5486 Press 2



Rental Office Hours:
Monday – Friday 8:00 am-4:30 pm
Weekend Staff 657-408-8113
For EMERGENCIES 911
Non-Emergencies 714-960-8811

APPLICATION FOR USE OF FACILITIES

If you are a non-profit or business providing own insurance, it must be *APPROVED* no later than thirty (30) days prior to the scheduled event.

Self-Provided Insurance Requirements*:

Certificate Holder:

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648

General Liability Additional Insured
endorsement page CG 20 26 listing our
full specific naming "City of Huntington
Beach, its officers, elected or
appointed officials, employees, agents
and volunteers".

Primary and Non-Contributory
endorsement page listing the General
Liability Policy number.

Submit all required insurance documents to Michael.Gonzales@surfcity-hb.org OR cs.reservations@surfcity-hb.org

*Additional Auto and Worker's Comp declarations may need to be submitted if not covered.

The undersigned hereby agrees to abide by the policies governing the use of this facility, as set forth on the attached page, and all others approved by City Council, and will specifically accept responsibility for any damage to the facility, furniture or equipment caused by the occupancy of said premises. I understand that the City of Huntington Beach is not responsible for lost or stolen property.

The failure to fulfill any obligation within this document or violate any provisions herein shall be considered a breach of facility use and may result in immediate termination of the event and the forfeiture of all fees and deposits.

Signature of Applicant

Driver's License #

Birth Date

Date

Signature of Co-Applicant

Driver's License #

Birth Date

Date

(FOR DEPARTMENT USE ONLY)

APPROVAL:

COMMUNITY & LIBRARY SERVICES

Approved _____ Denied _____ Date _____

By _____

CITY MANAGER OR DESIGNEE

Approved _____ Denied _____ Date _____

By _____

POLICE DEPARTMENT

Approved _____ Denied _____ Date _____

By _____

ABC License # _____

(FOR DEPARTMENT USE ONLY)

CHARGES:

Number of Hours _____ @ \$ _____ \$ _____ Bounce House/ Jumper/ Game Truck \$ _____

Insurance Fee \$ _____ Food Truck Fee \$ _____

Alcohol Filing Fee \$ _____ Staff Fee \$ _____

Fencing \$ _____ Security Deposit \$ _____

☐ Cash ☐ Credit Card ☐ Check # _____ **TOTAL \$ _____**

Received by: _____ Date: _____ Receipt #: _____

CERTIFICATE NO.: -

**CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY PROGRAM**

PRODUCER		PUBLIC ENTITY (ADDITIONAL INSURED)	
Alliant Insurance Services, Inc. P O Box 744963 Los Angeles, CA 90074-4963 License No: OC 36861		City of Huntington Beach, its officers, elected or appointed Officials, employees, agents, and volunteers. 2000 Main Street Huntington Beach, CA 92648-2702	
NAMED INSURED (EVENT HOLDER):		EVENT INFORMATION: TYPE: _____ DATE(S): _____ LOCATION: _____ *Liquor Liability Yes ☐ No ☐ **Liquor Liability after 12 am ends before 2 am ☐	
This is to certify that the insurance policy listed below has been issued to the above insured named (event holder) for the policy period indicated. The insurance described herein is subject to all the terms, exclusions and conditions of such policy(ies) unless amended as described in Special Conditions.			
INSURANCE CARRIER: Evanston Insurance Company			
MASTER POLICY NUMBER MKLV7PBC002230			
MASTER POLICY DATES: EFFECTIVE: JANUARY 1, 2026 EXPIRATION: JANUARY 1, 2027			
COMMERCIAL GENERAL LIABILITY General Aggregate Limit \$ 2,000,000 Products & Completed Operations 1,000,000 Personal & Advertising Injury 1,000,000 Each Occurrence Limit 1,000,000 Damage To Premises Rented To You (Any One Premises) 100,000 Medical Payments (Any One Person) 5,000 Liquor Liability (If purchased) 1,000,000 Optional Limits Purchased ☐ \$1,000,000/\$3,000,000 ☐ \$2,000,000/\$2,000,000 Damage To Property (If purchased) Waiver of Subrogation (If Purchased) Yes No		OCURRENCE FORM	DEDUCTIBLE: NONE SPECIAL CONDITIONS: The following endorsements attached to the Master Policy do not apply to this Certificate Of Insurance:
The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event.			
OTHER ADDITIONAL INSURED			
CANCELLATION: Should the above described policy be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.			

AUTHORIZED REPRESENTATIVE: Paula Service Associate

DATE ISSUED: _____



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

REFUND AUTHORIZATION FORM

FACILITY _____ **DATE OF EVENT** _____

*If you will be paying for your rental with a credit card (Visa, MC, or Discover) enter the information for that card below. Please present card to clerk for payment. Refunds are processed 7-10 days after event.

Name on Card _____

Credit Card Last 4-Digits _____

Expiration Date _____ / _____
MONTH / YEAR

OR

*If you will be paying by check or cash, **the refund check will be mailed to the address listed on the application.** If you are requesting a different name or mailing address, please indicate the name and address of where to send the refund check and provide the reasoning for the change. Please allow up to 2-4 weeks after the event for processing.

Reason: _____

NAME _____

NUMBER _____ STREET _____ APT# _____

CITY _____ STATE _____ ZIP _____

-----FOR DEPARTMENT USE ONLY-----

Reason for Refund

Security Deposit \$ _____
Insurance \$ _____
Rental \$ _____
Alcohol Filing Fee \$ _____
Staff Fee \$ _____

Bounce House/Game Truck Permit \$ _____
Food Truck Permit \$ _____
Fencing \$ _____
Other \$ _____

Total Refund Due \$ _____

Submitted by: _____ Date: _____



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

FACILITY AVAILABILITY

Harbour View Clubhouse, Lake Park Clubhouse, and Memorial Hall are subject to multiple rentals per day. A rental application guarantees use of clubhouse for the initial rental times. Changes are subject to clubhouse availability and are not guaranteed. Sequential rentals will have a gap period of thirty (30) to ninety (90) minutes, at the discretion of the Community and Library Services Department.

CHANGE or CANCELLATION FEES

Harbour View Clubhouse, Lake Park Clubhouse, Memorial Hall, Newland Barn – Change requests must be made in person more than thirty (30) days prior to the event. Change requests are subject to a \$10.00 change fee. Requests within thirty (30) days of the event are not guaranteed.

Harbour View Clubhouse, Lake Park Clubhouse, Memorial Hall – Cancellation requests can be made by emailing cs.reservations@surfcity-hb.org via the main applicant's email address matching the one listed on the application, or in person no later than thirty (30) days prior to the event and are subject to a \$25.00 cancellation fee.

Newland Barn – Cancellation requests can be made by emailing cs.reservations@surfcity-hb.org via the main applicant's email address matching the one listed on the application, or in person no later than ninety (90) days prior to event. Cancellations are subject to a \$25.00 cancellation fee.

CANCELLATION FORFEITURE PERIOD

Harbour View Clubhouse, Lake Park Clubhouse, Memorial Hall – Cancellation requests **less than thirty (30) days prior to event** will result in a forfeiture of all rental fees and deposits.

Newland Barn – Cancellation requests **less than ninety (90) days prior to event** will result in a forfeiture of all rental fees and deposits.

Events that previously requested a date change within the cancellation forfeiture period to a date outside the period, which then request a full cancellation, will forfeit the deposit.

Rental application requires payment of all fees and deposits. The card-use convenience fee is non-refundable.

In the event the City is forced to cancel a reservation because of events beyond the City's control making performance inadvisable, commercially impracticable, illegal, or impossible to perform such as war, riots, fire, flood, earthquake, lightning, explosion, bomb scare, strikes, lockouts, slowdowns, prolonged shortage of energy supplies, Permittee will be refunded any rental fees or charges provided to the City. However, in no event will the Permittee be entitled to any other amounts whether named incidental or consequential damages (for example, Permittees cost to vendors) if the City is required to cancel the reservation.

Signature of Applicant

Date

GENERAL

City staff will be on the premises to admit you, or your representative, (excluding caterers) at the time specified on your application. Late arrivals will not be refunded nor have the event time extended. The deposit may be charged for any unpaid fees.

Staff will return to oversee cleanup and lock up at the time indicated on your application. Events that end prior to the indicated rental time will not be refunded the difference. **If your event extends beyond the end time noted on your application, you are subject to a full forfeiture of your rental deposit.**



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

The City of Huntington Beach and City staff are not responsible for items brought into the facility including stolen or lost property. Renter or representative (excluding caterers) must always remain on premises.

VEHICLES – HUNTINGTON BEACH CITY ORDINANCE 13.48.060

No person shall operate, drive, ride, park, or leave standing any automobile, truck, motorcycle, motor scooter, motorized bicycle, go-cart, or any other motor vehicle or any other vehicle at any time in any park.

POLYSTYRENE (STYROFOAM) POLICY

All rental agreements for usage of any City-owned property or facility shall require that contracting parties assume responsibility for preventing the utilization and/or distribution of expandable polystyrene products (commonly referred to by the trade name “Styrofoam”) by any attendee or vendor including, but not limited to; caterers, entertainment, and rental equipment at the associated function. Resolution 2005-1; Section 2; January 3, 2005: Excerpt

MUSIC/AMPLIFIED SOUND - MUNICIPAL CODE CHAPTER 13.48.080. PROVISIONS MUST BE ADHERED TO IN THE USE OF PUBLIC SPACES

- No person shall maliciously or willfully disturb the peace or quiet of a park or of any person therein, by loud or unusual noises, or by indulging in riotous, boisterous, threatening, indecent or offensive conduct, or by using abusive, profane, indecent or vulgar language.
- No person shall, within any park, disturb in any manner any picnic, meeting, services, concert, exercise or exhibition. No person shall play or utilize any sound-amplifying system within or upon any park or facility not set aside for such purpose by the City Council or the Director of Community & Library Services.
- Any person violating any provision of this chapter shall, upon conviction thereof, be guilty of a MISDEMEANOR and subject to a fine of not more than five hundred dollars (\$500) or to be imprisoned in the City or County jail for a period not to exceed three (3) months, or both such fine and imprisonment.
- Live Bands and/or Amplified sound is not permitted. DJ's amplification devices **are not** permitted outdoors. If music and/or sound can be heard outside the perimeter of your group, this is an indication that music and/or sound are too loud and must be turned down. Please be considerate of surrounding homes, businesses, and park patrons.
- Event must conclude and music must be turned off no less than one-hour prior to end of reservation time.

LOUD NOISES - MUNICIPAL CODE CHAPTER 8.40.112. PROVISIONS MUST BE ADHERED TO IN THE USE OF PUBLIC SPACES

- It shall be unlawful for any person to use, operate, or permit to be operated any radio, receiving set or device, television set, musical instrument, phonograph, CD, DVD, tape player, juke box, or other machine or device for producing or reproducing sound in such a manner as to disturb the peace, quiet, and comfort of other persons.
- It shall be unlawful for any person to make or allow to be made any noise which continues for more than a five-minute period between the hours of 10:00 p.m. and 7:00 a.m. if such noise is audible for 50 feet or more from the source of the noise.
- It shall be unlawful for any person to maintain, manage, or control any business or residential property in violation of subsections A or B of this section.
- It shall be unlawful for any person to own, maintain, control, operate, take care or custody of, or otherwise provide any premises, and allow noise to continue after being informed, anytime within the preceding 30 days by the Police Department, that a violation of this chapter has been committed on said premises.
- Violations of this section are hereby declared a nuisance.



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

REGULATIONS

- Any person or group causing property or equipment damage will be required to pay for same replacement (based on current cost of repair or replacement).
- Permits will only be issued to persons 21 years of age and over. The person signing the application must be present at the event. Driver's license or utility bill of the main applicant will be copied for fee approval.
- Setup time is included in the times requested for rental. **Prohibited adhesives:** glue, staples, tacks, nails, tape on the ceilings, walls, windows or tables, or any other type deemed prohibited by Community and Library Services Department. **Painter's tape IS allowed.**
- Harbour View Clubhouse, Lake Park Clubhouse, and Memorial Hall Curfew: Daily 10:00 p.m.
- Newland Barn Curfew: Sunday – Thursday 10:00 p.m., Friday and Saturday 11:00 p.m.
- All food, beverages, and other patron-provided items must be removed from kitchen upon conclusion of event.
- Renter is responsible for clean-up, including, but not limited to, mopping the floor and trash disposal in outside dumpsters.
- Rented tables and chairs must be removed at the end of the event. No overnight storage.
- Provided tables/chairs must remain inside the facility. Tables provided are 6' and 8' rectangular.
- An adult chaperone (21 years) is required for every 25 children at youth events.
- The City does not provide a list of cleaning, rental, or catering vendors.
- The facility must be cleaned and left in good condition prior to applied event end time.
- **Smoking is not allowed in the park, facility OR lawn area, MC 13.48.115.**
- Examples of prohibited items include Barbeques or Open Flames, Confetti, Confetti Balloons, Dance Floors on the grass or vegetation, Domestic or Exotic Animals (Service animals okay. Handler responsible for animal cleanup), Flame Swallowers, Glitter, Glitter Balloons, Hay Bales, Horse Drawn Carriages, Japanese Lanterns, Popping Balloons, Sand, Smoke Bombs, Smoke Machines, Sparklers, Water Balloons, Woodchips, "Silly String", or any other types/items deemed prohibited by the Community and Library Services Department or the City of Huntington Beach.

THE PROVISIONS OF MUNICIPAL CODE CHAPTER 13.48, 9.22 AND 13.52 MUST BE ADHERED TO IN THE USE OF PUBLIC FACILITIES

It is unlawful for any person to do or commit, or for any person to cause or permit to be done or committed on or within the premises of any public building within the city, any of the following:

- a. Disfiguration and Removal: Willfully mark, deface, disfigure, injure, tamper with, or displace or remove any building, bridges, tables, benches, fireplaces, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal;
- b. Restrooms and Washrooms: Fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. No person over the age of five years shall use the restrooms and washrooms designated for the opposite sex;
- c. Sanitation: Have brought in or shall dump deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse, or other trash;

Violations of the above listed rules will result in the forfeiture of your rental deposit in full.



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

- d. Vending and Peddling: Expose or offer for sale any article or thing, nor shall he station or place any stand, cart or vehicle for the transportation, sale or display or any such article or thing;
- e. Advertising: Announce, advertise or call the public attention in any way to any article for sale or hire.

VENDOR & SERVICE PROVIDER INFORMATION

All vendors and service providers that are onsite must obtain a Huntington Beach business license. It is the responsibility of the Applicant to ensure that all vendors and service providers obtain their business license prior to the event. Failing to obtain a business license will result in their inability to participate.

Common examples of vendors and service providers include caterers, food trucks, florists, photographers, disc jockeys, etc. To obtain an application, please use the following link:

<https://engage.huntingtonbeachca.gov/CitizenAccess/Default.aspx>

Please contact Business License at 714-536-5267 for any additional questions.

BOUNCE HOUSES, JUMPERS, OR GAME TRUCKS

- The following are **not permitted** in any city park: Archery Tag, Dunk Tanks, Nerf Gun, Obstacle Courses, Rock Climbing Wall, Slides, Speed Pitch, Sumo Wrestling, Trackless Trains, Water Slides, and Petting Zoos. MC13.48.120
- Game trucks would fall under the same rules as bounces house/jumpers; however, game trucks must remain in the parking lot and **are NOT allowed in the actual park/grass area**. MC 13.48.060
- Bubble Soccer, Hamster Ball, KickerBall, Laser Tag, or Nerf Gun Battles are only permitted at the Sports Complex Auxiliary Field.

NEWLAND BARN GENERAL INFORMATION

- If a rehearsal is needed, a separate rental must be made. All storage, cleaning, and applicable policies adhere to the rental. No overnight storage.
- Guests are not permitted on the Newland House premises. No pictures or ceremonies on the Newland House porch or patio. The Newland House is not for rent or part of the rental. The Newland House will operate during its normal business hours during Barn rentals. There is no climbing or swinging allowed on the fences, trees, or Newland House structure. No use of Newland House gates for loading or unloading. Item placement on the water tower is prohibited. Only the back gate will be unlocked for rentals.
- The lawn and patio combined has room for as many as 200 guests, per the Huntington Beach Fire Code.
- Bounce Houses are not permitted.
- To use the gazebo and/or string lights, a donation to the Huntington Beach Historical Society must be made via the outlets described on the donation slip provided with rental application. No use without donation.

NEWLAND BARN TENT INFORMATION

- Tents for use at the Newland Barn must be rented from Harbor Party Rentals. No other outside vendors permitted.
- Personal canopies/E-Z Ups are permitted with no interference to patio string lights. **(10 ft vertical clearance)**
- **No staking**
- Harbor Party Rentals: 5111 Argosy Ave, Huntington Beach, CA 92649
 - (714) 891-4535 or www.hprents.com/



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

ALCOHOL USE INFORMATION PER MUNICIPAL CODE CHAPTER 9.84 – ALCOHOL USE PERMIT

- ☐ I **will not** be serving alcohol at my event. If alcohol is found in or around the facility, police will be notified for an immediate termination of the event with a forfeiture of all fees and deposits.

☐ I **will** be serving alcohol at my event. The \$5.00 alcohol filing fee will not be refunded at any time.

PURPOSE:

The declared purpose of this chapter is to provide definitions and adopt uniform regulations for the use and consumption of beer and wine and similar alcoholic beverages within public buildings. Specifically excluded from this purpose is the use of distilled spirits.

DEFINITIONS:

The following terms in this chapter shall have the meaning indicated below:

- *"Alcohol"* means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.
- *"Alcoholic beverage"* includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wines or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
- *"Beer"* means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any other similar product, or any combination thereof in water, and includes ale, porter, brown, stout, lager beer, small beer and strong beer, but does not include sake, known as Japanese rice wine.
- *"Distilled spirits"* means alcoholic beverage obtained by the distillation of fermented agricultural products, and includes the alcohol for beverage use, spirits of wine, whiskey, rum, brandy, gin, vodka, and including all dilutions and mixture thereof.
- *"Wine"* means the product obtained from normal alcoholic fermentation of the juice of sound ripe grapes, or other agricultural products containing natural or added sugar or any such alcoholic beverage to which is added grape brandy, fruit brandy, or spirits of wine, which is distilled from the particular agricultural products of which the wine is made, and other rectified wine products, and by whatever name and which does not contain more than 15% added flavoring, coloring, and blending material and which contains not more than 24% of alcohol by volume and includes vermouth and sake, known as Japanese rice wine.

APPLICATION:

Application for alcohol use permits shall be made to the City Manager, in writing, signed by the applicant if an individual, or by a duly authorized agent thereof, if a club, organization, or corporation, and shall contain the following statements and information:

- The name, age and address of the applicant in the case of an individual; in the case of a club, organization, or corporation, the names and addresses of the officers and directors of the club, organization, or corporation;
- The name of the facility the applicant seeks to occupy;
- The type of function planned for said hours and date;
- The number of persons expected to attend such function;
- The type of food and beverages expected to be served at such function;
- Copy of Driver's License.

Violations of the above listed rules will result in the forfeiture of your rental deposit in full.



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

A five-dollar (\$5.00) non-refundable application fee shall accompany each application.

The \$5.00 alcohol filing fee will not be refunded at any time.

The application must be made forty-five (45) days in advance of the planned activity.

No authorization for alcohol use will be given to a person who is not of good character or reputation.

Copies of the application shall be delivered to the Department Director, Police Department, and City Manager for approval.

REQUIREMENTS:

When serving alcohol during the event, the following requirements shall be met and shall be the responsibility of the applicant:

- If a determination is made by the City Manager, any department director, or the Police Chief that extra labor shall be required at the activity, the cost of said labor shall be estimated and a like amount deposited with the Finance Department at least thirty (30) days prior to the scheduled activity, according to current fees set by resolution.

REQUIREMENTS WHEN CHARGING A FEE FOR ALCOHOL OR CHARGING A FEE FOR ENTRANCE TO THE FUNCTION:

A one-day permit must be obtained from the Alcohol Beverage Control Department and a copy given to the Community & Library Services staff at least two (2) weeks prior to the planned activity. Failure to do so will automatically cancel your event. Please contact the following for more information:

State of California
Alcohol Beverage Control Department
Santa Ana District Office
28 Civic Center Plaza, Room 379
Santa Ana, CA 92701
(714) 558-4101

PROHIBITED ACTIVITIES

The following activities are hereby prohibited when serving alcohol:

- No beer, wine, or distilled spirits containing more than 24% alcohol by volume served.
- No alcohol or alcoholic beverages shall be served to minors.
- All minors must be accompanied by a parent, an adult relative or legal guardian.
- No concurrently scheduled youth activities in the same facility.
- No alcohol or alcoholic beverages served after:
 - Harbour View Clubhouse, Lake Park Clubhouse, Memorial Hall: Daily 9:00 p.m.
 - Newland Barn: Sunday – Thursday 9:00 p.m., Friday and Saturday 10:00 p.m.
- No leftover food or beverages allowed to remain on premises.
- There shall be no structural or electrical alterations to the premises.
- There shall be no use of decorations other than those approved by the department director.

Violations of the above listed rules will result in the forfeiture of your rental deposit in full.



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

POLICIES GOVERNING USE OF FACILITY

- There shall be no removal of chairs, tables or other furniture or equipment.
- No person remaining on the premises after:
 - Harbour View Clubhouse, Lake Park Clubhouse, Memorial Hall: Daily 10:00 p.m.
 - Newland Barn: Sunday – Thursday 10:00 p.m., Friday and Saturday 11:00 p.m.
- There shall be no use of the premises other than noted on the rental application
- Consuming alcohol in the park or in the parking lot. HBMC 13.48.110

MANDATORY CONDITIONS:

When serving alcohol during an event the following requirements shall be met and shall be the responsibility of the applicant:

- Beer, Wine, Champagne, or distilled spirits containing less than 24% alcohol by volume only.
- Serving of alcohol is limited to five (5) hours and start time must be specified on the application.
- Alcohol consumption must end a minimum of one-hour before the event ends.
- Alcohol usage is restricted to the permitted clubhouse or hall only.
- Payment for City staff services must be received at time of application. The required City staff are:
 - Newland Barn: Two (2) City staff present for duration of time in which alcohol is on site or end of rental, whichever comes later.
 - Harbour View Clubhouse, Lake Park Clubhouses, and Memorial Hall: One (1) City staff present for duration of time in which alcohol is on site or end of rental, whichever comes later.
- City staff alcohol coverage will commence when alcohol arrives at the location through the end of the event per the time listed on the application.
- City staff must always be present when alcohol is on location, and if not present due to missing payment, your event will be cancelled with all fees and charges forfeited.

I _____ understand that violation of the above-mentioned rules may result in the forfeiture of my rental deposit.

Signature of Applicant

Date



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

ROOM SET-UP

Would you like to have your room set-up? Yes ☐ No ☐

CLUBHOUSE:

Harbour View

☐

Lake Park

☐

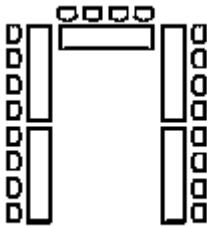
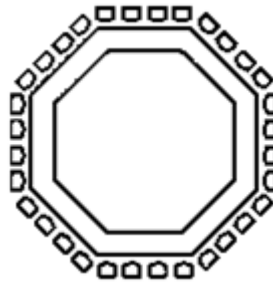
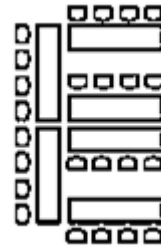
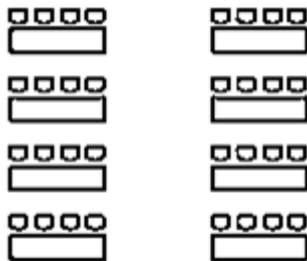
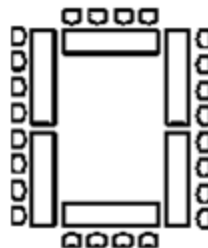
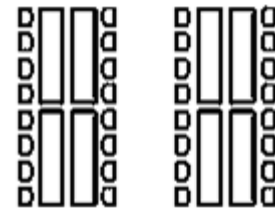
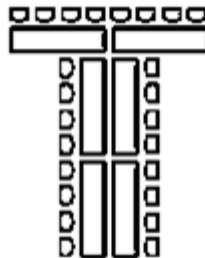
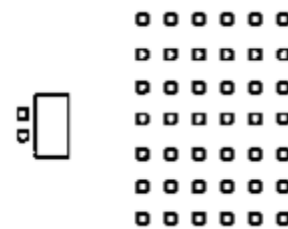
Memorial Hall*

☐

Newland Barn

☐

*2 rooms to set up

☐☐☐☐☐☐☐☐☐

Table/Chair Count Per Clubhouse

Harbour View	Lake Park	Memorial Hall	Newland Barn
Tables: 16 6-foot	Tables: 13 6-foot	Tables: 15 6-foot	Tables: 7 6-foot
Chairs: 96 Folding	Chairs: 72 Folding	Chairs: 80 Folding	Chairs: 45 Folding

If requesting custom set-up, please draw on back





City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

CONDITION OF FACILITY REPORT

Facility: _____ Date of Event: _____

Applicant's Name: _____

Applicant (or his/her representative, excluding caterers) agrees to return the facility in reasonable condition to be entitled to a full refund of deposit. If Applicant (or his/her representative, excluding caterers) is not present at scheduled opening and closing times, the decision by Community & Library Services staff as to the condition of the facility and fees due or deposits forfeited is final. Applicant is to explain any discrepancies in the condition of the facility at closing time in writing on an attached page signed by them.

I understand that I will arrive at the facility at _____ ☐ a.m. / ☐ p.m. will vacate the facility at _____ ☐ a.m. / ☐ p.m. The premises are to be completely cleaned, including floors swept, trash deposited in the outdoor dumpster, all items in the refrigerator and freezer removed, and wet mopped if needed (basic cleaning/maintenance supplies provided) and all set-ups taken down before leaving. Staff is not responsible for tear-down of city-provided tables and chairs regardless if city set-up service was utilized.

I have read the above: _____
SIGNATURE OF APPLICANT

The checklist on the reverse side is to prevent negligence by either the Community & Library Services staff or the Applicant. It is a formal agreement of proper use and maintenance of the facility. This form **must** be completed and the person(s) responsible for check-in or check-out must be present for a security deposit refund.

Name of Person Checking In

Name of Person Checking Out

Cell Phone Number

Cell Phone Number

-----For Use of Time Extension Request on Day of Rental-----

The above-listed applicant is requesting a time extension for their event dated ____/____/____ at the above-listed clubhouse. City staff present, _____, has approved the request to extend the time by ____ hours to end at ____ am/pm. The above-listed applicant agrees to the associated hourly fees being charged to the rental deposit. The time extension request was made at _____ am/pm on the day of the rental.

Applicant Signature

Date

City Staff Signature

Date



City of Huntington Beach
Community & Library Services Department
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702
714 536 5486 Press 2

CONDITION OF FACILITY REPORT

Condition of Facility Report for _____

Applicant's Name

WAS A TENT USED?

☐ **YES**

☐ **NO**

PRIOR TO USE

AFTER USE

FACILITY IN GOOD CONDITION

☐ **Yes**

☐ **No**

☐ **Yes**

☐ **No**

TABLES AND CHAIRS COUNT

Tables

Chairs

Tables

Chairs

If not, explain (be specific):

FACILITY AND RESTROOMS

Floors

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Sinks/Counter

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

If not clean, explain:

KITCHEN

Floors

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Sinks/Counter

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Ovens

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

If not clean, explain:

Coffee Pot Present

☐ Yes

☐ No

☐ Yes

☐ No

Fire Extinguisher Present

☐ Yes

☐ No

☐ Yes

☐ No

LAKE PARK BBQ/PICNIC AREA

Grounds

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Sinks

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Grills

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Griddles

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

Sinks/Counter Tops

☐ Clean

☐ Dirty

☐ Clean

☐ Dirty

If not clean, explain:

Grills used by Applicant

(PLEASE CIRCLE GRILL NUMBER)

1 2 3 4 5
Grills

All decorations removed

☐ Yes

☐ No

Trash put in receptacle

☐ Yes

☐ No

Time Applicant

Arrived

a.m./p.m.

Departed

a.m./p.m.

Refund Due

☐ **Total**

☐ **Partial**

Facility checked by: (Print Name)		
Department Staff Signature	X	X
Applicant/ Representative Signature	X	X