

Aliso Viejo Ranch Rental Procedures

Attached you will find all the information needed to reserve and rent available spaces at Aliso Viejo Ranch. Please read through the Aliso Viejo Ranch Rental Procedures, Facility Use Agreement and Aliso Viejo Ranch Rental Agreement to understand the rental policies.

Reservation requests must be received at least 10 business days prior to your event date. Please allow 5 business days for processing and approval of your rental. Upon approval, 50% of the rental fees plus the security deposit are due and must be received within 72 hours. Full payment of your rental is due 10 business days prior to the event date. Full barn reservation requests can be made up to 18-months in advance and all other rental spaces may be requested up to 6-months in advance. Reoccurring reservations are not permitted Thursday-Sunday and not all reservation requests are guaranteed approval. Reservation requests for the farm are processed directly by Renewable Farms.

To submit your request to reserve Aliso Viejo Ranch, please submit the following:

1. Completed Reservation Request Form (*Note: All reservations are billed hourly and must include any needed set-up and break-down time. The facility will not be available until the time designated on the Reservation Request form.*)
2. Signed Facility Use Agreement
3. Signed Aliso Viejo Ranch Rental Agreement

The following forms may be submitted after your reservation has been approved:

1. Event Catering Form (*if serving food and/or alcohol at your event, you must choose from the City's approved catering list*)
2. Event Vendor Forms with licensing and insurance documentation
3. Proper fire and alcohol permits, if applicable
4. Completed room set-up diagram

For questions, please contact the City of Aliso Viejo Recreation & Community Services Department at 949-425-2550 or email AVRanch@avcity.org.

RESERVATION REQUEST FORM

This Reservation Request form is created in accordance with the policies established by the City Council, and the Recreation & Community Services Department. A Reservation Request Form along with a Facility Use Agreement must be completed and returned in order for the request to be considered. Within 72 hours of administrative approval, 50% of rental fees and all deposits are due. If these fees are not received within 72 hours, the reservation date will be released. ***SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.***

APPLICANT CONTACT INFORMATION

Today's Date: _____ Applicant's Name: _____

Organization (if applicable) _____ Federal Tax ID# (non-profit) _____

Address: _____ City: _____ Zip: _____

Home Phone: (____) _____ Work: (____) _____ Cell: (____) _____

Fax: (____) _____ Email Address: _____

Name of Event Planner/Wedding Coordinator: _____ Phone: (____) _____

RESERVATION INFORMATION

Reservation Type (select one):

Private: (____) Business/Commercial Enterprise: (____) Non-Profit Organization: (____)

Must attach State Certification of Non-Profit Status & provide Federal Tax ID

Rental Date Requested: _____ Day of Week: _____

Set-up Time: _____ am/pm Event Start Time: _____ am/pm Event End Time: _____ am/pm

Indoor Rooms/Spaces Requested: _____

Outdoor Spaces/Patios Requested: _____

Describe event purpose for indoor/outdoor rental (be specific):

Is this a fundraising event? _____ Open to the public? _____

Will there be a charge? _____ If so, how much? _____

Total # of attendees: _____

CITY OF ALISO VIEJO
RECREATION & COMMUNITY SERVICES DEPARTMENT

Youth Parties:

of children (under 18 years of age): _____ Number of adult chaperones: _____

Facility equipment/quantities requested:

60" Round Tables (Quantity): _____ 6-foot Rectangle Tables (Quantity): _____ Chairs (Quantity): _____

Audio/Visual (Please check selections):

Microphones: (___) Podium:(___) DVD/VCR/TV Monitor: (___) Other: _____

Will there be Dancing? _____ Type of music/entertainment: (DJ, Band, CD's, etc.) _____

Specify all equipment/decorations applicant plans to bring into facility (e.g.) sound system, stage lighting, trellises, etc. _____

Will the event be catered? _____ Caterer's Name/Phone: _____

Will alcohol be served at any time? Yes No (Note: If event is open to the public and alcohol will be served, a

photocopy of the alcohol license issued to a non-profit organization or a licensed caterer must be submitted to the City at least 14 days prior to rental.)

Indemnification

To the fullest extent permitted by law, I, the undersigned, on behalf of myself or the above named organization/entity and my/its officials, officers, employees, assigns, successors, agents, contractors, and representatives, do hereby agree to indemnify, defend and hold harmless the City of Aliso Viejo and its officials, officers, employees, volunteers, agents, representatives, and contractors from any and all claims, demands, causes of actions, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death in any manner arising out of, pertaining to, or incident to any alleged acts, errors, omissions or willful misconduct of myself or the above named organization and my/its officials, officers, employees, heirs, assigns, successors, agents, representatives, and contractors in connection with this reservation, the facility use agreement, and the use of the facility and equipment associated therewith, and agree to abide by and enforce the rules, regulations and policies in the Facility Use Agreement attached hereto and incorporated herein by reference. I on behalf of myself or the above-named organization shall solely accept all responsibility for any damage to the premises, furniture, improvements, persons, equipment or grounds resulting from use of facility or equipment. IN THE EVENT OF FACILITY CANCELLATION BY THE GROUP/PERSONS, A MINIMUM SERVICE FEE SHALL BE CHARGED - PLEASE SEE FEES ON RESERVATION FEES FORM.

I, the undersigned, have read the above statements and the Facility Use Agreement, and understand them fully and agree to be bound by the same.

Applicant Signature: _____ Date: _____

Name on Credit Card: _____

Credit Card #: _____ Credit Card CVV: _____ Expiration Date: _____

Facility Use Agreement

The City of Aliso Viejo offers recreational facilities that are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. The Facility Use Agreement outlines City policies and procedures for use of these facilities and must be completed along with the Reservation Request Form to obtain a permit for reserved use. Through the provision of these policies, it is the City's intent to provide use regulations and application and scheduling procedures to accommodate groups that wish to use City facilities. Any person within or in use of a facility shall observe and obey all City, State and Federal laws, rules and regulations.

RESERVATION REQUIREMENTS:

1. Facilities are not available for reservations on the following holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Easter, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day.
2. All permits will be issued no more than six months before an event. Applications must be submitted no later than 10 working days before an event.
3. The reservation request and facility agreement must be completed by an adult age 21 and over.
4. The applicant must be in continuous attendance throughout the event and supervise and be responsible for the entire duration of the event and/or activities.
5. The applicant must be present to review a pre-activity and post-activity checklist with a City employee. A designated representative may be assigned when the applicant is the honoree (i.e. bride and groom).
6. The reservation permit is for specific facilities and hours. Any approved setup and cleanup must be completed within the reserved time. The premises must be vacated as scheduled.
7. All indoor rentals for individuals under 18 years of age, require one adult in attendance for every 15 minors, or increments thereof. Minors must remain supervised within the reserved area.
8. Applicant must show proof of residency in order to receive the resident rate and must submit valid 501(c)(3) certification paperwork and federal tax ID to receive the non-profit rate.

_____ *Applicant's initials - I have read and understand the Facility Use Agreement Requirements.*

FEES, DEPOSITS AND CANCELLATION PROCEDURES:

Fees for the use of City facilities are established, periodically adjusted and approved by the City Council. Current fees are listed on the Facility Fee Sheet.

1. A security deposit will be required for all rentals. All or a portion of the deposit may be retained by the City after inspection of the facility by designated staff if determined that the facility has not been left clean and/or in good repair. Applicant will be notified of the charge.
2. A late fee will be charged for any time past the designated event end time at the facility. The fee will be equivalent to the rental charge rounded up to the next full hour.
3. A Cancellation fee applies to all cancellations, regardless of reason, in accordance with the cancellation fee schedule, if requested by the applicant.
4. Cancellations by the City will result in a full refund and notification will be given immediately to the applicant.

_____ *Applicant's initials - I have read and understand the Facility Use Agreement Fees, Deposits and Cancellation procedures.*

INSURANCE & LIABILITY

1. Applicant acknowledges that it assumes all liability for damages, injury, including, without limitation, wrongful death and loss or damage of personal property related to this agreement and use of the facility and equipment. The City assumes no liability under this agreement or the applicant's use of the facility and equipment. The City of Aliso Viejo requires the renter to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence/\$2,000,000 aggregate of commercial general liability insurance. If alcohol will be served at the event, the City requires evidence of full liquor liability insurance in the minimum amount of \$1,000,000 per occurrence/\$2,000,000 general aggregate with City of Aliso Viejo named additional insured. The cost of required insurance shall be borne by the applicant. Insurance for the event is available through the City.
2. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. The Applicant's deposit may be forfeited to cover any damages, and a fee equivalent to the total replacement cost may be charged, in the City's sole and absolute discretion.

_____ *Applicant's initials - I have read and understand the Facility Use Agreement Insurance & Liability.*

RESTRICTIONS

1. A reservation permit may be revoked at any time for the violation of any policy.
2. Reservation permits shall NOT be transferred, assigned, or sub-let.
3. The posted occupancy of City facilities shall not be exceeded.
4. Smoking is prohibited in all and within 100 feet of City public buildings, parks and restrooms.
5. No gambling shall be conducted on, or in, City facilities.
6. Parking is permitted in designated spaces. No overnight parking is permitted at City facilities or parks. Vehicles are not permitted on park grass or fields.
7. A City employee will have complete authority over the facility, equipment and participants including authority to request changes up to and including cessation of activities.
8. Use of the City Seal, City logo, Department or facility logos for marketing by the applicant is not permitted.
9. The Applicant agrees to abide by all local, state, and federal laws at all times.

_____ *Applicant's initials - I have read and understand the Facility Use Agreement Restrictions.*

REGULATIONS:

1. Special Event Permits
 - a. Some outside events and activities may require a Special Event Permit based on amplified sound, road closures and number of participants, etcetera. If the event requires a special event permit, the applicant will be notified.
2. Security
 - a. All events with an expected attendance of 100 persons or more and all events that will have alcohol regardless of size require a minimum of two security guards, for a minimum of four hours and must be present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the event contract end time. The security guards shall have the authority to enforce all rules and regulations governing facility rentals.
 - b. In the event that the Sheriff's Department is called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.
 - c. Hourly rate for Lyons Security is \$55 per hour for two guards. There is a minimum of 4 hours.

3. Use of Alcohol

- a. Alcohol is allowed with the required permit in specific areas when done in compliance with the State of California Business and Professions Code Section 25604 and with the Director of Recreation & Community Services' approval.
- b. The use of alcoholic beverages must be requested at the time the Facility Request Form is submitted.
- c. Alcohol is not allowed when an event is designated for minors.
- d. A minimum of two security guards for a minimum of four hours must be present at the facility at all times. The guards must arrive 30 minutes before guest arrival time and remain until the event contract end time. The security guards shall have the authority to enforce all rules and regulations governing facility rentals.
- e. In the event that the Sheriff's Department is called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.
- f. All alcohol must be served through one of the City's approved caterers. Alcoholic beverages may only be sold if an A.B.C. seller's permit is held by the serving caterer. Documentation of this permit must be submitted along with this application and approved by the Director of Recreation & Community Services.
- g. Alcohol may only be served by an adult 21 years of age or older and to an adult 21 years of age or older. If evidence is found that unauthorized alcohol is being served or that alcohol is served to a minor, the Sheriff's Department will be notified, and the event will be terminated with all fees and deposits forfeited. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 shall be the sole responsibility of the organization or individual renting the facility.
- h. The City requires evidence of full liquor liability insurance, in addition to general liability insurance, when alcohol is served. The applicant shall furnish a certificate of insurance naming the City of Aliso Viejo, its officers, officials, employees, and volunteers as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence/\$2,000,000 general aggregate. The cost of the required insurance shall be borne by the applicant.

4. Use of Equipment & Setup

- a. Public Address Equipment - use will be limited to that provided by the facility, unless written approval has been secured by the City.
- b. Storage space - will not be granted at any time.
- c. Candles - can be permitted under the following conditions:
 - i. Recreation & Community Services Department approval is obtained.
 - ii. Applicant must complete a special event application from OCFA Fire Prevention Field Services for a Special Event/Temporary Use Permit. For more information, contact Fire Prevention Field Services at specialevents@ocfa.org.
 - iii. Submission of approved Special Event/Temporary Use Permit to the Recreation & Community Services Department.
- d. Food - City staff is not permitted to serve or provide assistance with food. The caterer and/or applicant is responsible for the setup and food arrangements.
- e. Tables & Chairs - Rental of facilities includes available tables and chairs on site as requested. A set up diagram is due no less than ten working days prior to the event.
- f. Equipment and Furnishings Not Provided by the City - staff is not permitted to move equipment or furnishings not provided by the City. Applicant may not bring in equipment that cannot be easily carried or rolled into a facility. Equipment may not be dragged across the floor or grass.
- g. Decorations - No use of nails, glue, tape, glitter, petals of any kind (real or fake), and/or confetti.

5. Use of Vendors

- a. All businesses providing catering or event services must be disclosed in the Facility Request Form and must have current licensing and applicable health department certificates on file.
- b. If the City permits the use of the vendor, the vendor must supply a copy of a Certificate of Insurance naming the City as additionally insured for an amount no less than \$1,000,000 per occurrence/\$2,000,000 aggregate general liability coverage. In addition, full liquor liability insurance, as outlined in the Insurance & Liability section of this document, shall be required for all events serving alcohol. All Vendors must also supply proof of Workers' Compensation to cover employees with a waiver of subrogation endorsement in favor of City of Aliso Viejo.

6. Use of Facility for Fundraising

- a. Non-profit 501 (c) (3) groups may use the facility for fundraising activities and charge entrance fees and collect donations providing that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the Facility Request Form. Proof of non-profit status is required at the time of application.
- b. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.
- c. Notwithstanding the foregoing, political and/or election-related events shall not be allowed to take place at any City facility at any time.

_____ *Applicant's initials - I have read and understand the Facility Use Agreement Regulations.*

CLEAN UP & MAINTENANCE PROCEDURES:

- 1. Stains from food and beverages that require professional cleaning, resulting in additional expense to the City, will be charged directly to the applicant, and the applicant's deposit will be forfeited.
- 2. Any items left in the facility will be disposed of. The City is not responsible for any items left at the facility.
- 3. Tubs used to hold drinks must be kept in the kitchen or on a table with towels surrounding the tub to absorb condensation. Tubs shall not be placed on the floor in the event room.
- 4. All decorations and catering equipment must be removed, and all trash placed in proper receptacles.
- 5. Any oven, stove, and refrigerator available in certain facilities must be cleaned by applicant.
- 6. All kitchen appliances & room counters or sinks must be thoroughly cleaned.
- 7. Any City property, including, without limitation, equipment, furniture, and fixtures that are damaged, removed, or missing, will be charged directly to the applicant to repair or replace, and the applicant's deposit will be forfeited.

_____ *Applicant's initials - I have read and understand the Facility Use Agreement Clean Up & Maintenance Procedures.*

"I have read the Facility Use Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of security deposits and fees."

Print Name: _____

Signature: _____ Date: _____

Aliso Viejo Ranch Rental Agreement

In conjunction with renting Aliso Viejo Ranch facilities, I understand and agree to the following:

SECURITY DEPOSIT:

Security deposits are held until the facility has been inspected following the event. Damage to the property, failure to properly cleanup after the rental, and any other non-compliance with the Facility Use Agreement are grounds for forfeiture of deposit.

Refundable security deposit- events without alcohol: \$250

Refundable security deposit- events with alcohol: \$500

Additionally, any damage to City property, equipment, furniture, improvements, or fixtures may be billed directly to the applicant at the City's sole discretion.

SPECIAL FEES & LICENSES:

1. All events that serve alcohol require:
 - a. The City requires evidence of full liquor liability insurance, in addition to general liability insurance, when alcohol is served. The applicant shall furnish a certificate of insurance naming the City of Aliso Viejo, its officers, officials, employees, and volunteers as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence/\$2,000,000 general aggregate. The cost of the required insurance shall be borne by the applicant.
 - a. A minimum of 2 security guards hired through the City's approved contractor: Security guards are charged per hour and have a 4-hour minimum. Additional guards may be required depending on the event scope.
 - b. Alcohol must be served through one of the City's approved caterers.
2. All professional services utilized for events are required to complete an events services form and obtain approval from the Recreation & Community Services Department no later than 10 business days from the event date. All vendors must have proper licensing, current insurance, and health department certificates, if applicable.
3. A special event/temporary use permit from OCFA is required to use candles and tents. These can be obtained by emailing specialevents@ocfa.org.

CANCELLATIONS:

A request to cancel a facility reservation must be made in writing to the Recreation & Community Services Department. A facility rental cancellation fee is applied for all cancellations according to the following schedule:

91 days or more notice-	\$50
90-30 days' notice-	25% of rental fee
29-7 days' notice-	50% of rental fee
Less than 7 days' notice-	100% of rental fee

RENTAL TIME:

1. I understand that no one in my party (including, but not limited to entertainers, caterers, volunteers, etc.), is allowed access to the rented space(s) prior to the start of the rental time.
2. I understand that all members of my party (including, but not limited to entertainers, caterers, volunteers, etc.), must be cleaned up and out of the room by the stated rental end time.
3. I understand that I will be charged for any amount of time that I or anyone associated with my rental

uses the facility before and after the times on my reservation request form.

CLEANING & DAMAGE ASSESSMENT:

1. I understand that I am responsible for cleaning all appliances and surfaces of the kitchen following my event.
2. I understand that all trash must be put in trash cans and not left on the facility floors, grass, and patio areas.
3. I understand that staff will review a cleaning checklist and preliminary assessment of the facility following the event.
4. I understand that I will be notified within five business days following the event whether my security deposit will be refunded.

MISCELLANEOUS:

1. I understand any alcohol on facility grounds during the event without prior approval will result in immediate termination of the event.
2. I understand that alcohol must be purchased and served by one of the City's approved caterers.
3. I understand that Aliso Viejo Ranch staff is onsite during my event to set up facility supplies and to provide assistance in case of an emergency. Additional needs such as food service, decorating, cleaning, and event coordination are my responsibility.
4. I understand that if I choose to use any professional services such as catering, DJ, florist, entertainers, event supply companies, etc., I must provide their contact information to City staff 30-days prior to the event and that the vendor must complete and submit the event services form no later than 10 business days from the event.
5. I understand that marketing materials must be approved by City staff prior to distribution.
6. I agree not to use nails, glue, staples, or tape on facility surfaces including walls, floors, equipment, etc.
7. I understand that use of candles and tents require a special event/temporary use permit from OCFA.
8. I understand that City staff will have complete authority over the facility, equipment, and attendees including authority to require changes up to and including cessation of activities.
9. I understand that amplified sound is not permitted after 9:30pm outdoors and 10:30pm indoors. Notwithstanding the foregoing, I understand that I am subject to and shall adhere to all local, state, and federal laws, including the City's noise limits provided in Aliso Viejo Municipal Code Chapter 8.12.
10. I understand that non-profit groups are permitted to apply for a Special Daily License through ABC if they wish to provide and serve their own alcohol for a special event.
11. I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in the forfeiture of my security deposit and/or termination of my event.

"I have read the Aliso Viejo Ranch Rental Agreement in its entirety and understand that non-compliance may result in, among other things, the cancellation of this reservation and/or forfeiture of security deposits and fees."

Print Name: _____

Signature: _____ Date: _____

FEES

NEW BARN

A- Quarter (672 sf) 2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$38	\$76
501 © 3 Non-Profit	N/A	\$64	\$128
Private	\$61	\$77	\$154
Commercial	\$86	\$108	\$216

B- Half (1344 sf) 2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$56	\$106
501 © 3 Non-Profit	N/A	\$88	\$138
Private	\$106	\$132	\$182
Commercial	\$147	\$184	\$234

C- Half + Reception (2136 sf) 2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$75	\$150
501 © 3 Non-Profit	N/A	\$112	\$187
Private	\$150	\$187	\$262
Commercial	\$208	\$260	\$335

D- Full (3480) 2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$100	\$200
501 © 3 Non-Profit	N/A	\$150	\$250
Private	\$200	\$250	\$350
Commercial	\$280	\$350	\$450

COURTYARD Reservable with Full Barn Rental and Must be Reserved for the Same Amount of Time

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$75	\$150
501 © 3 Non-Profit	N/A	\$100	\$200
Private	N/A	\$125	\$225
Commercial	N/A	\$250	\$350

SMALL PATIO Reservable with Full Barn Rental and Must be Reserved for the Same Amount of Time

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$25	\$50
501 © 3 Non-Profit	N/A	\$40	\$80
Private	N/A	\$50	\$100
Commercial	N/A	\$120	\$240

CITY OF ALISO VIEJO
RECREATION & COMMUNITY SERVICES DEPARTMENT

CATERING KITCHEN *Reservable with Full Barn Rental and Must be Reserved for the Same Amount of Time*

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$20	\$40
501 © 3 Non-Profit	N/A	\$25	\$50
Private	N/A	\$50	\$100
Commercial	N/A	\$100	\$200

GREENROOMS *Reservable with Full Barn Rental- Flat Rate*

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$25	\$50
501 © 3 Non-Profit	N/A	\$50	\$100
Private	N/A	\$75	\$150
Commercial	N/A	\$100	\$200

HISTORIC BARN

HALF A (510 sf) | **HALF B** (525 sf) *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$30	\$60
501 © 3 Non-Profit	N/A	\$50	\$100
Aliso Viejo Community Serving Group		\$30	\$55 N/A
Private	\$48	\$60	\$120
Commercial	\$100	\$84	\$168

BUNKHOUSE

FULL (728 sf) *2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals*

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$43	\$86
501 © 3 Non-Profit	N/A	\$71	\$142
Private	\$68	\$85	\$170
Commercial	\$95	\$119	\$238

LAWN

2 Hour Minimum Rental for Resident M-TH Business Hour Rental - 4 Hour Minimum for all other rentals

	RESIDENT (M-TH, 7:30am-5:30pm)	RESIDENT (M-TH after 5:30pm; Fri-Sun)	NON-RESIDENT
City Sponsored	\$0	\$0	N/A
School District	N/A	\$25	\$50
501 © 3 Non-Profit	N/A	\$65	\$130
Private	N/A	\$75	\$150
Commercial	N/A	\$250	\$350

ADDITIONAL FEES

Refundable Security Deposit (No Alcohol)	\$250
Refundable Security Deposit (Alcohol)	\$500
Mandatory Cleaning Fee (Full Barn)	\$150
Audio Visual Equipment Rentals	\$150
Podium	\$50
Security Officers	\$55/hr
Sheriff's Department (Minimum Fee)	\$300