



City of Fontana

Rental Policies and Procedures

Payment Policy

- Deposits can be made by cash, credit card (Visa, MasterCard, Discover, and American Express), personal check, or money order.
- All fees must be paid in full 30 days prior to the event.
- Reservations made less than thirty (30) days must be paid in full by credit card, cash, or money order. Personal checks will not be accepted.

Cancellation and Deposit Refund Policy

- Cancellations made at least 60 days prior to the event will receive full refund **minus** processing fee (\$10) and cancellation fee (\$168).
- Cancellations made less than 60 days prior to the event will forfeit all fees paid.
- Deposit(s) will be refunded if no damage occurs. Damage that exceeds the cost of the deposit will be the responsibility of the contract holder.
- Refunds take up to 6 weeks to be reimbursed. All refunds will be reimbursed in the form of a check. If mailing address has changed, please notify the rental's coordinator to update personal information.

Alcohol Policy

- Alcohol is not permitted if the guest of honor is under 21 years of age.
- Beer, wine, and champagne are the only alcoholic beverages that can be served.
- All alcohol must be served by a certified bartender. Bartender certificate must be submitted at least 30 days prior to the event.
- Alcohol may only be served and consumed in a clear plastic container within the banquet room. Beverages are not permitted outside of the banquet room; this includes the patio.
- Alcohol may only be served for a maximum of four (4) hours. Serving of alcohol must stop one (1) hour prior to the end of the event.
- No persons under the age of 21 will be permitted to serve or consume alcohol.

Warming Kitchen Policy

- If serving food, kitchen rental is required.
- If having event catered, the following must be submitted thirty (30) prior to event:
 - San Bernardino County Health Permit
 - Fontana Business License
 - Business Insurance
- Cooking is not permitted. All food must be pre-cooked and pre-made offsite. Kitchen is utilized to keep food at a specific temperature.
- Linens, dishware, and other kitchen equipment will be the responsibility of renter.

Clean-up Policy

- Event must end precisely at the scheduled clean-up time.
- Renter is responsible, but not limited to; disposing all trash, sweeping of floors, and mopping any spills left after the event has concluded, including the kitchen. Trash bags are provided by facility rental staff.
- Failure to clean after event or insufficient cleaning may adversely affect the return of deposit(s) paid.

Security Guard Services Policy

- Security guard services (a minimum of two) are required anytime rental exceeds more than 101 guests, music/entertainment, i.e. DJ, Live Entertainment, and/or if alcohol is being served.
- Security guard services are required to be present for the entire duration of the event and during cleanup time, however they are not required during the setup prior to the event. Security guard fees can be found in the attached fee sheet.

Insurance Policy

- All renters are required to provide proof of liability insurance naming the City of Fontana and its officers, agents, and employees as additionally insured. This can be purchased through the City.
- Insurance must be in \$1,000,000 general liability insurance per occurrence and \$2,000,000 for general aggregated.
- Refer to attached fee sheet for insurance fees.
- All vendors providing services on City property must show proof of insurance naming the City of Fontana and its officers, agents, and employees as additionally insured. The list of vendors are, but not limited to:
 - Caterer
 - DJ
 - Bartender
 - Photo Booth
 - Live Entertainment
 - Vendor insurance *cannot* be purchased through the City.
- Insurance Holder on the Certificate of Insurance must state the following:
 - City of Fontana
8353 Sierra Ave.
Fontana, CA 92335

Basic Decoration Policy

- The following items are not permitted
 - Fire candles (LED candles OK)
 - Fire gel warming candles
 - Glitter/Confetti
 - Fog Machine
 - Helium (all balloons must be air filled)
 - No tape, tacks, staples, or any adhesive that may cause damage to interior walls
 - No Ceramic or Glass permitted

**** All dates are first come first serve according to the applications that are submitted to the Don Day Neighborhood Center. Application must be date/time stamped in order to be accepted.
For additional information, contact 909-349-6997.**