

CYPRESS NEIGHBORHOOD CENTER FACILITY RENTAL FEES



Class 2: Non-profit groups	Class 3: Fontana Residents	Class 4: Non-Residents
Fontana non-profit groups, must show proof of 501(c) 3 status	Private events hosted by Fontana residents, must show proof of residency	Private events hosted by Fontana County /residents and Non-Residents

Room Rates		
Multipurpose Room		
Stage Area -28, Capacity – 286 theatre; 133 banquet style <i>Round Tables (5ft.): 33</i> <i>Rectangular Tables (6 ft.): 12</i>	Event	Idle
Non-Profit	\$53 per hour	\$35 per hour
Fontana Residents	\$78 per hour	\$35 per hour
Non-Residents	\$118 per hour	\$35 per hour
Josephine Knopf Center		
Capacity – 144 theatre 53 dinning style Rectangular Tables (6ft.): 13	Event	Idle
Non-Profit	\$27 per hour	\$35 per hour
Fontana Residents	\$45 per hour	\$35 per hour
Non-Residents	\$66 per hour	\$35 per hour
Room C- 50 max capacity		
Non-Profit	\$27 per hour	\$35 per hour
Fontana Residents	\$45 per hour	\$35 per hour
Non-Residents	\$66 per hour	\$35 per hour

Facility Deposit	
Josephine Knopf Center and Room C	\$150
Multipurpose Room	\$350
Alcohol Deposit	\$500
100% of the facility deposit is due at the time of the reservation and the remaining balance is due no less than 30 days prior to the reservation date.	
All rentals that serve alcohol require an alcohol deposit and additional alcohol insurance, pending approval. Only beer, white wine, and champagne can be served, with an alcohol content under 20%. All alcohol must be served by a pre-approved licensed bartender/caterer that has a type 47 or 48 license. Beer, wine, and champagne can only be served in a non-glass, clear container for a maximum of 4 hours, and no later than 10pm, or one (1) hour before the end of the scheduled event. No alcohol will be allowed if guest of honor is less than 21 years of age. In addition, alcohol will be prohibited when “the majority (50% plus one) of guests in attendance will be under the age of 21.	

CYPRESS NEIGHBORHOOD CENTER FACILITY RENTAL FEES

Insurance

Insurance rates vary depending on private event. For detail information, submit a facility reservation application and a facility coordinator will provide you with the appropriate rates.

All renters are required to provide proof of financial responsibility by means of liability insurance in a \$1,000,000 general liability insurance coverage per occurrence or \$2,000,000 for general aggregate naming the City of Fontana, its officers, agents and employees as additional insured. If client cannot provide coverage, they may purchase insurance for the day, from the City of Fontana.

Miscellaneous Fees

Warming Kitchen	\$83 (Flat Rate)	The kitchen is designed for food warming and serving only, as cooking is prohibited. Catering services require a valid San Bernardino County Healthy Permit, a valid City of Fontana Business License and business insurance.
Security Guards	\$58.92 per hour	A minimum of two security guards will be required anytime there are over 100 guests, music entertainment, and/or alcohol being served. Security guards will be arranged by the Community Services Staff.

Cancellation Policy

When applicable, refund checks, including refundable deposits, are issued to the payee within 4-6 weeks after the conclusion of the reservation.

Cancellations requested **at least 60 days prior** to the reservation date will receive 100% of refund, minus a \$150 cancellation fee and a \$10 processing fee. Cancellations requested **less than 60 days prior** to the reservation date will result in loss of 100% of fees paid, plus a \$10 processing fee.

- All rentals require a minimum of a four (4) hour reservation period.
- DJ's and/or live music are to play only during the scheduled event time. Music must end no later than 11pm, or one (1) hour prior to the end of the reservation.
- **All vendors must have insurance: bartender, DJ, live music, caterer, etc.**
- *Cypress Neighborhood Center does offer set up and breakdown of tables and chairs.
- *Events must conclude at 11pm: facility must be cleaned and cleared by midnight.

Fees always subject to change



For more information or to make a reservation, please contact (909) 349-6988 or adeguzman@fontanaca.gov.

Cypress Neighborhood Center 8380 Cypress Ave. Fontana, CA 92335