



6811 La Jolla Blvd. La Jolla, CA 92037 (858) 459-0831 [www.ljcommunitycenter.org](http://www.ljcommunitycenter.org)

## Room Rental Rates

### Description of Facility

The La Jolla Community Center is a 7,000 square foot community center located a few blocks from the Pacific Ocean. The Center has recently gone through major renovations and now has a beautifully remodeled front entrance, lobby, courtyard, class rooms, and new porcelain tile flooring throughout. We are also the host to a fine art gallery at the Center. Residential area parking is available. For large events, valet parking is recommended.

**Please note: classes, seminars, or workshops should be educational in nature, enhancing or improving the general skills and knowledge of participants.**

### Amenities

WIFI is available throughout the facility

### Rentals

See equipment list for items available and rates

Preferred Vendors list also available

A/V Equipment coming soon

### Description of Rooms

*Board Rooms* – 200+ sq ft room fully furnished. Occupancy contingent upon room configuration. Max Occupancy 10-15.

*Art Studio* – 285sq ft room features sky lights, easels and stage. Occupancy contingent upon room configuration. Max Occupancy 12-16.

*Las Patronas Room* - 670sq ft room features sound reduction panels, fine art, and alcove. Configuration; executive, theater and conference. Occupancy contingent upon room configuration. Max Occupancy 45-55.

*Great Room* - 1200sq ft room features direct access and use of courtyard and kitchen. Configurations; executive, theater, conference and banquet. Max Occupancy 120, 200 if including the courtyard.

### Rental Rates

1. Room Rental Fees
  - *Board Rooms/Art Studio* - \$35 per hour – minimum of 2 hours
    - a. \$45/hour for single hour
  - *Las Patronas Room* - \$95 per hour - minimum of 2 hours
    - a. \$115/hour for single hour
  - *Great Room* - \$250 per hour - minimum of 4 hours
    - a. \$300/hour for single hour
2. \$150 refundable security deposit is required for *Board Rooms/Art Studio/Las Patronas Room*, \$500 refundable security deposit is required for the *Great Room*, for damage, loss, or additional time charges.



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3. Great Room rentals include 1 hour of set up and 1 hour of break down. All other room rentals include 15 minutes of set up and 15 minutes of break down.
4. Checks must be made out to: La Jolla Community Center \*Please write out 2 separate checks for rental amount and deposit.
5. Reservation for Meeting Rooms Spaces at the La Jolla Community Center (6811 La Jolla Blvd) must be made with LJCC Staff at (858) 459-0831 at least **ten (10)** days before the date desired for private use. Reservation will be allowed on a first come, first serve basis.
6. \$90 maintenance fee for maintenance of the center may apply\*\*
7. One-half of the rental fee is due upon signing the agreement. The balance and security deposit are due the day of rental\*\*\*
8. User may cancel this contract in writing up to 30 days before the event. After that date, cancellation will be subject to a service fee of up to \$300.

\*Great Room rental includes courtyard and kitchen space

\*\*A maintenance fee may be applied if the center is not left in same condition as was found for board room rentals. A \$90 maintenance fee is automatically applied for large events using the Great Room.

\*\*\*Balance and security are due 30 prior to event for great room rental.

## **Helpful Information**

### **Insurance**

Proof of Liability Insurance with a minimum of one million dollars listing the LJCC as additional insured must be presented.

For liability insurance for weddings and other events, contact [www.wedsafe.com](http://www.wedsafe.com)

### **Alcohol/Liquor**

To serve alcohol, you must use Bar Works or a comparable company. Bar Works has a liquor license and liability insurance and their bartenders are trained and certified with Serve Safe. You can contact them at 858-566-6077

You may purchase your own alcohol and have Bar Works serve it. They can help you determine quantities needed and even help with the purchase of the alcohol and delivery using their own volume purchasing.

### **Security**

Security is required for events of 100 or more guests. Security firms such as Elite Show Services can provide this service. You can contact them at 619-574-1589

Kawartha Security uses the following ratios:

If serving Alcohol - 1 Guard to 75 Guests, plus protective sites (Gates, assets, doors)

No alcohol being served - 1 Guard to 150 Guests, Plus Protective Sites