



City of Huntington Beach

Community Services Department

2000 Main Street, Huntington Beach, CA 92648-2702

(714) 536-5486

Policies Governing Use of Facility

GENERAL

A City staff person will be on the premises to admit you, or your representative, (excluding caterers) at the time specified on your application staff will only wait and additional (15) fifteen minutes. If you are not available at the specified time, an additional \$25.00 will be charged to have the staff return to open the facility. The staff will return to lock up at the time you indicated on your application. If your event extends beyond your end time on your application, you will be charged double for the extra time needed. It is the applicant's responsibility to see that the facility is supervised until staff arrives.

Staff is not responsible for items brought into the facility. It is the responsibility of the renting party. The City of Huntington Beach is not responsible for lost or stolen property.

VEHICLES

Per Huntington Beach City Ordinance 13.48.060, I understand that "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." I also understand that by violating this ordinance, my deposit will be forfeited in full.

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. If said product is found during your event, your deposit will be forfeited in full. Resolution 2005-1; Section 2; January 3, 2005:
Excerpt

MUSIC/AMPLIFIED SOUND

- The provisions of Municipal Code Chapter 13.48.080 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 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 **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.
- Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.



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LOUD NOISES

The provision of Municipal Code 8.40.112 must be adhered to and 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.
- 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.
- Maintain, manage, or control any business or residential property in violation of subsections A or B of this section.
- 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.
- Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.

ALCOHOL

- I **will not** be serving alcohol at my event. If alcohol is found in or around the facility, it will result in immediate termination of the event and the forfeiture of all fees and deposits in full. The police will be called, and your event will be shut down immediately.
- I **will** be serving alcohol at my event.

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).

- Groups requiring time for decorating or other preparation must include the time on the original application. **DO NOT** use staples, tacks, nails or tape on the walls, windows or tables. Facility must be cleaned and vacated at the time indicated on your application.
- Building curfew:
 - Lake Park & Harbour View Clubhouse: Sunday – Saturday 10:00 p.m.
 - Newland Barn: Sunday – Thursday 10:00 p.m., Friday and Saturday 11:00 p.m.
- Kitchen is to be used for catered meals and light refreshments. All food must be removed from kitchen upon conclusion of event.
- Patron is responsible for clean-up, including mopping the floor. If the facility is not cleaned by the time specified, you will be charged for at least one hour or forfeit your cleaning deposit.
- Rented tables and chairs must be removed at the end of the event.
- Provided tables/chairs must remain inside the facility. Tables provided are rectangular, not circular.
- Permits will only be issued to persons 21 years of age and over. The person signing the application must be present at the event.
- An adult chaperone (21 years) is required for every 25 children at youth events.
- The facility must be cleaned and left in good condition prior to closing time to qualify for a full refund of the cleaning/ security deposit. Allow 4-6 weeks for refund(s).
- Smoking is not allowed in the facility.



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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;
- 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, florists, photographers, disc jockey's, etc. To obtain an application, please use the following link:

<https://www.huntingtonbeachca.gov/files/users/finance/business-license-application.pdf>

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

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

Signature of Applicant

Date