



## City of Huntington Beach

Community & Library Services Department  
2000 Main Street – 5<sup>th</sup> Floor  
Huntington Beach, CA 92648-2702  
714 536 5486

### POLICIES GOVERNING USE OF FACILITY

#### CANCELLATION or CHANGE FEES

Newland Barn, Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Rodgers Clubhouse – Any request to make changes to a reservation must be made in person no later than thirty (30) days prior to the event and a \$10.00 change fee will be charged.

Pursuant to the “Fee and Charges Schedule”, a result in forfeiture of rental fee/charges:

- Lake Park Clubhouse/BBQ, Harbour View Clubhouse or Rodgers Clubhouse – If cancelled less than thirty (30) days prior to the event will result in forfeiture of entire rental fee/charges
- Newland Barn – If cancelled less than ninety (90) days prior to the event will result in forfeiture of entire rental fee/charges

\* In the event the City is forced to cancel a reservation because of events beyond the City’s control making performance inadvisable, commercially impracticable, illegal, or impossible to perform such as war, riots, fire, flood, earthquake, lightning, explosion, bomb scare, strikes, lockouts, slowdowns, prolonged shortage of energy supplies, Permittee will be refunded any rental fees or charges provided to the City. However, in no event will the Permittee be entitled to any other amounts whether named incidental or consequential damages (for example, Permittees cost to vendors) if the City is required to cancel the reservation.

The \$5.00 alcohol filing fee will not be refunded at any time. Payment of all fees is required with the application.

#### 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** fee will be charged to have the staff return to open the facility. The staff will return to lock up at the time indicated on your application. **If your event extends beyond the end time noted 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.”

*Violations of the above-mentioned rules will result in the forfeiture of your rental deposit 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. Resolution 2005-1; Section 2; January 3, 2005: Excerpt

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**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 & Library 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.

**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.

**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 any adhesives, such as: glue, staples, tacks, nails or tape on the ceilings, walls, windows or tables. Facility must be cleaned and vacated at the time indicated on your application. **We do allow painters tape.**
- 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.



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### **REGULATIONS CONTINUED**

- 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. No overnight storage.
- Provided tables/chairs must remain inside the facility. Tables provided are 6' 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 City does not provide a list of cleaning, rental, or catering vendors.
- 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 OR lawn area, MC 13.48.115.

*Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.*

### **EXAMPLES OF ITEMS NOT PERMITTED**

- Barbeques or Open Flames, including Flame Swallowers
- Dance Floors
- Domestic or Exotic Animals
- Glitter, Confetti, and "Silly String"
- Hay Bales, Woodchips or Sand
- Horse Drawn Carriages
- Japanese Lanterns
- Sparklers
- Water Balloons

*Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.*

### **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;



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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 CONTINUED

- 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.

*Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.*

### 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, food trucks, florists, photographers, disc jockeys, 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.

### BOUNCE HOUSES, JUMPERS OR GAME TRUCKS

- The following are **not permitted** in any city park: Sumo Wrestling, Speed Pitch, Rock Climbing Wall, Dunk Tanks, Water Slides, Obstacle Courses, Slides, Archery Tag, Nerf Gun, Trackless Trains, and Petting Zoos. MC 13.48.120
- Game trucks would fall under the same rules as bounces house/jumpers; however game trucks must remain in the parking lot and are **NOT** allowed in the actual park/grass area. MC 13.48.060
- KnockerBall, Bubble Soccer, Hamster Ball Laser Tag, or Nerf Gun Battles are only permitted at the Sports Complex Auxiliary Field.

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### NEWLAND BARN GENERAL INFORMATION

- This facility **does not** offer rehearsals for weddings. However, public viewing is available most Wednesdays, 5:30 – 6:30 pm
- There is no climbing or swinging allowed on the fences or trees
- Guests are not permitted past the water tower, or near the museum
- The lawn and patio combined has room for as many as 200 guests
- Bounce Houses are not permitted
- The Newland House Museum is not available for rental
- The museum will remain open during its regularly scheduled hours
- Only the back gate will be unlocked
- The side gates by the Museum remain locked at all times
- The porch of the Newland House Museum is not available for pictures or ceremonies
- No placing of items on the water tower is allowed
- ***The gazebo is not available for use or lighting will not be strung between the barn and water tower unless you have made arrangements with the Huntington Beach Historical Society***



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### ALCOHOL USE INFORMATION PER MUNICIPAL CODE CHAPTER 9.84 ALCOHOL USE PERMIT

- 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.

#### **PURPOSE:**

The purpose of this information is to provide definitions and adopt uniform regulations for the use and consumption of beer and wine and similar alcoholic beverages within public buildings. Specifically excluded from this purpose is the use of distilled spirits.

#### **DEFINITION:**

The following terms shall have the meaning indicated below:

- “*Alcohol*” means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source by whatever process produced.
- “*Alcoholic beverage*” includes alcohol, spirits, liquor, wine, beer and every liquid or solid containing alcohol, spirits, wines or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
- “*Distilled spirits*” means alcoholic beverage obtained by the distillation of fermented agricultural products, and includes alcohol for beverage use, spirits of wine, whiskey, rum, brandy, gin, vodka, and including all dilution and mixtures thereof.
- “*Beer*” means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any similar product, or any combination thereof in water, and includes ale, porter, brown, lager beer, small beer, and strong beer but does not include Sake, known as Japanese rice wine.
- “*Wine*” means the product obtained from normal alcoholic fermentation of the juice of sound, ripe grapes, or other agricultural products containing natural or added sugar or any such alcoholic beverage to which is added grape brandy, fruit brandy, or spirits of wine, which is distilled from the particular agricultural products of which the wine is made, and other rectified wine products, and by whatever name, and which does not contain more than 15 percent added flavoring, coloring, and blending material, and which contains not more than 24 percent of alcohol by volume and includes Vermouth and Sake.

#### **APPLICATION:**

Application for alcohol use shall be made to the City Manager, in writing, signed by the applicant and shall contain the following statements and information:

- Name and address of applicant
- Name of the facility the applicant seeks to occupy
- Type of function, hours, and date
- Number of persons expected to attend

A non-refundable application fee, set by resolution, shall accompany each application.

The application must be made forty-five (45) days in advance of the planned activity.

No authorization for alcohol use will be given to a person who is not of good character or reputation.

Copies of the application shall be delivered to the Department Director, Police Department, and City Manager for approval.



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**ALCOHOL USE INFORMATION**  
**PER MUNICIPAL CODE CHAPTER 9.84 ALCOHOL USE PERMIT CONTINUED**

**REQUIREMENTS:**

When serving alcohol during the event, the following requirements shall be met and shall be the responsibility of the applicant:

- If a determination is made by the City Manager, any department director, or the Police Chief that extra labor shall be required at the activity, the cost of said labor shall be estimated and a like amount deposited with the Finance Department at least thirty (30) days prior to the scheduled activity, according to current fees set by resolution.

**REQUIREMENTS WHEN CHARGING A FEE FOR ALCOHOL OR CHARGING A FEE FOR ENTRANCE TO THE FUNCTION:**

- A one-day permit must be obtained from the Alcohol Beverage Control Department and a copy given to the Community & Library Services staff at least two (2) weeks prior to the planned activity. Failure to do so will automatically cancel your event. Please contact the following for more information:

State of California  
Alcohol Beverage Control Department  
Santa Ana District Office  
28 Civic Center Plaza, Room 379  
Santa Ana, CA 92701  
(714) 558-4101

**PROHIBITED ACTIVITIES:**

The following activities are hereby prohibited when serving alcohol. **There shall be no:**

- Beer, wine, or distilled spirits containing more than 24% alcohol by volume served
- Alcohol or alcoholic beverages shall be served to minors
- Minors present unless accompanied by a parent, an adult relative or legal guardian
- Concurrently scheduled youth activities in the same facility
- Alcohol or alcoholic beverages served after:
  - Lake Park & Harbour View Clubhouse: Sunday – Saturday 9:00 p.m.
  - Newland Barn: Sunday – Thursday 9:00 p.m., Friday and Saturday 10:00 p.m.
- Leftover food or beverages allowed to remain on premises
- Structural or electrical alterations to the premises
- Removal of chairs, tables or other furniture
- Person remaining on the premises after:
  - 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.
- Use of the premises other than noted on the rental application
- Consuming alcohol in the park or in the parking lot. HBMC 13.48.110

**MANDATORY CONDITIONS:**

When serving alcohol during an event the following requirements shall be met and shall be the responsibility of the applicant:

- Beer, Wine, and Champagne only.
- Serving of alcohol is limited to five (5) hours and must be specified on the application.
- Alcohol consumption must end a minimum of one-hour before the event ends.
- Alcohol usage is restricted to the permitted hall only.



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### **ALCOHOL USE INFORMATION**

#### **PER MUNICIPAL CODE CHAPTER 9.84 ALCOHOL USE PERMIT CONTINUED**

- The guards must be uniformed and from a licensed and bonded company that has liability insurance on file with the city. A copy of the contract for security is required thirty (30) days prior to the event.
  - Newland Barn: Two (2) security guards per 100 people in attendance AND three (3) security guards per 101+ must be on site.
  - Harbour View and Lake Park Clubhouses: One (1) security guard must be on site.
- Uniformed security must arrive one (1) hour prior to guest's arrival or one-half hour (1/2) prior to alcohol arriving at location, whichever is first.
- Uniformed security must be present at the designated time or the event will be cancelled and all fees and charges forfeited.

*Violations of the above-mentioned rules will result in the forfeiture of your rental deposit in full.*

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date