



CITY OF LAWNDALE COMMUNITY SERVICES DEPARTMENT

14700 Burin Avenue, Lawndale CA 90260 - (310) 973-3270 - www.lawndalecity.org

Frequently Asked Reservation Questions

Q: How does the reservation process work?

Three stages need to be completed to finalize a reservation after an application has been submitted: 1) approval of costs; 2) payment; and 3) walkthrough of the facility.

First, the applicant must fill out a *Facility Reservation Application* and submit it to the Lawndale Community Center's reception office. The applicant will receive a cost estimate of the facility three to four days after applying and granted five business days to review and approve total costs. After confirming costs, the applicant will move into the payment phase and will be notified by the facility reservation specialist that their payment packet is complete. At this point, the applicant has two weeks to sign the required documentation and make a payment in full. Once payment is received, then a facility permit contract will be issued to the applicant to confirm the completion of their booking. Lastly, a walkthrough must be scheduled two weeks before the event date.

Q: Is event insurance required?

A: Yes, there is a special event insurance flat fee applied to all reservation events held at the Lawndale Community Center. The purpose of insurance is to ensure coverage for any foreseeable *body injury* or *property damage*. An additional fee will be added for *liquor liability* if an event is serving alcoholic beverages.

Insurance Provision:

The City can waive the cost for event insurance provided the school or non-profit organization that is based in Lawndale provides evidence of liability insurance meeting the following requirements:

1. No less than \$1,000,000 per occurrence;
2. No less than \$2,000,000 aggregate;
3. "City of Lawndale and each of its officers, employees and agents" mentioned as an additionally insured entity, preferably in the description section;
4. Event type, date, time and location mentioned in the description section; and
5. Applicable endorsement page(s).

Please note that if evidence of valid insurance documentation is not provided to the City before the time that fees for the reservation are paid, the City will make arrangements to

secure insurance through the City's third party provider at a cost to the school or non-profit organization.

Q: Why do I need Sheriff Security?

A: The City of Lawndale requires the assistance of sheriffs during events that include any one of the following services: more than 100 people in attendance, serving either beer, wine or champagne, and disc jockey or live music.

Q: When will my deposit be refunded?

A: A refund is reimbursed four weeks after the event date. Acceptable forms of payment include: cash, credit or debit card (Visa, MasterCard, or Discover only), personal check, money order, and cashier's check (payable to City of Lawndale). Regardless of payment method, a check will be made to the payee and mailed to the address on file.

Q: Are food vendors permitted on-site? (I.e., taco stands, food trucks, or portable grills)

A: No, portable grills, food vending carts, stands, or trucks are not allowed on community center property. There will be no exceptions will be made. If interested in on-site food preparation and dining, the Main Event Room has access to a kitchen.

Q: Can I use the kitchen? If so, what do we have access to?

The Main Event Room has full and partial kitchen access; additional fees will be applied per use, as the kitchen is not included in the hourly rate of the facility room. Full kitchen includes access to a grill, stove tops, ovens, refrigerator, ice machine, counter space, and sinks. Partial kitchen does not grant access to heating elements, and includes refrigerator, ice machine, counter space, and sinks only.

Q: What are the sizes of the tables you have available?

A: Tables and chairs are included with your event. Your party is responsible for setting up chairs and tables as well as breaking them down and placing them back onto the portable racks. We have 3x6 tables, 3x8 tables, and 60 in. round tables that seat 8 people. Table cloths are not included.

Q: Is alcohol permitted?

A: The service of beer, wine and/or champagne, but no hard alcohol, is only permitted in the Main Event Room. Alcohol must be served by ABC licensed bartender and an additional \$500 security deposit cost will be applied.

Q: Am I allowed to use the Outside patio or the seating area? What is allowed on the patio?

A: Lobby access is not included

Q: How does event setup and cleanup work?

A: Please check-in on the second floor on the day of your event before entering the event room. You and your party are responsible for setting up chairs and tables as well as breaking them down and placing them back onto the portable racks. Clean-up must begin 1 hour before exit time. If necessary, ask the staff for more trash bags. Note that staff will approach you at least 45 minutes

before your exit time if they see that you haven't begun cleaning. Sweeping and mopping are not necessary, as you have already paid a maintenance fee, but be sure to place all trash in bins.

Q: What is the policy on decorations?

A: Decoration items cannot be taped or mounted on walls, or ceilings. Small and light-weight decorative pieces may be pinned on partition wall, and balloons are permitted.

Q: Where can I park?

A: There are three handicap spaces with ramp access in the garage level, as well as 18 compact car spaces, and 16 space outside the garage. Additionally, guests can find street parking alongside the building on Burin Ave and 147th St. Parking is shared with other weekend reservations.

Q: What days and times can I reserve the Lawndale Community Center's event room(s)?

A: Reservations for public use are Friday and Saturday 2:00 p.m. to 12:00 a.m.

Q: What is our cancellation policy?

A: Should you need to cancel your reservation, we ask that you submit a written request for a refund of rental fees and security deposits five business days before your event. It will take four weeks for you to receive a refund of the fees and deposits paid. There might be some deductions made to your refund if there were costs that have been incurred by the city.

Q: Why did I receive deductions from my refund?

A: On the day of your event you will be asked to sign a *Condition of Facility Report*. This document will allow the facility reservation specialist to know whether any deductions need to be made based on damages or over usage of the facility. To avoid any deductions, be sure to leave at the scheduled time and ensure that the room is left in the same condition that it was found.