

# Rental Information

## Park Terrace Café

McClellan Adult Activity & Resource Center  
1400 Vale Terrace Drive, Vista, CA 92084

### Amenities

- Folding Chairs (200)
- 60" Round Tables (28)
- 6' Rectangle Tables (3)
- 36" Square Tables (5)
- Raised Performance Stage
- Projector, Screen, Speakers, and Microphone (Reservation Required)
- Baby Grand Piano (Reservation Required)
- Ice Machine
- Coffee Service (Extra Fee and Reservation Required)
- Kitchen Use for Licensed Caterers Only (Extra Fee and Reservation Required)

### Fees and Descriptions

Rental Fee (Vista Resident)	\$168/ hr	
Rental Fee (Non- Resident)	\$221/ hr	
Non-Profit Organizations	Please call for pricing.	
Cleaning Service	\$110	See below for more information.
Insurance	\$150	Amount can vary due to type of event.
Security Guard	\$25/hr/guard	See below for more information.
Coffee (Regular or Decaf)	\$50/100 cups	
Beer & Wine Permit	\$100	Beer, wine, and champagne only (No kegs allowed)
<i>Refundable Deposit</i>	\$350	
Table/Chair Relocation Fee	\$15/hr	Staff fee to relocate tables and chairs.
<i>Refundable Caterers' Deposit</i>	\$500	Only applies if caterer uses the kitchen, see information below.
Kitchen Staff	\$25/hr	If applicable, see information below.

Renter is responsible for setup of their event and removal of personal property immediately following the event.

### **Security Guard Information**

- Security guard services are contracted by the City of Vista to a private company.
- Security must be onsite for the entire time of the event plus an additional 30 minutes before the event begins and 30 minutes after the event ends.
- Events with more than 100 people require one security guard. The number of guards required is at the discretion of the City and its officers.
- An event with a beer and wine permit must have one guard per every 100 people or portion thereof.

**Music:** Live music and DJs are permitted.

### **Kitchen Information: Kitchen is available for use only by a licensed caterer.**

- Caterer must have a City of Vista Business License and provide liability insurance naming the City of Vista additionally insured with an endorsement.
- An additional security deposit of \$500 is required for a kitchen reservation.
- There is a staff fee of \$25/hour for the time the renter reserves the kitchen.
- The kitchen cleaning fee is \$61.

### **Cleaning Information: A Facility Usage Checklist will be used during the event and signed by the responsible party.**

- The cleaning company will sweep, mop, take out trash, and put away tables and chairs.
- All items (including decorations and food) are the renters' responsibility to take down and remove.
- Absolutely NO GLITTER is allowed at any time.

### **Reservation Requirements**

- 50% of the rental fee is required at the time the application is submitted; 100% of all fees are required if the reservation is received fewer than 90 days prior to the event.
- Checks are made payable to the City of Vista.
- Final payment is due 90 days prior to the date of event.
- The security deposit, paid by separate check or credit card, is due 60 days prior to the event.

### **Cancellation Policy**

Facility rental applicant that provides a written cancellation more than 90 days prior to the rental date shall be entitled to a refund of 100% of all fees paid to date. Cancellations received fewer than 90 days prior to rental event shall not be entitled to a refund of Building Facility fees paid; however, shall receive 100% of other fees (cleaning, security, staff, alcohol permit) paid to date if the City did not incur an expense because of rental.

- No throwing of rice, birdseed, confetti, or anything of this nature is allowed.
- Permits shall be issued only to responsible adults at least 21 years of age who shall remain in attendance at event.
- All renters are responsible for controlling noise that would disturb other activities or the neighborhood.
- A 24-hour hold may be placed on a facility without a deposit.
- This facility's maximum capacity is 257 dining with tables or 378 assembly without tables.
- All events must end by 10:00 pm and the renter has until 11:00 pm to exit the facility.

**For more information, please call Cindy Grady at (760) 643-5281 or email [cgrady@cityofvista.com](mailto:cgrady@cityofvista.com).**