

Dana Point Youth & Group Facility

Dana Cove Room

Special Event Reservation Information

Phone # (949) 923-2215 Fax # (949) 661-0340
Office Hours: 8:30am – 4:30pm, Monday – Friday
Saturday: Appointment Only
Sunday: Office Closed

- ◆ Call to check availability for your special date. Appointments are scheduled Monday through Saturday. Please schedule an appointment to visit the facility.
- ◆ Maximum Capacity is 150 Guests.
Available rental times: Saturday, 10am-11pm / Sunday, 9am-5pm.
- ◆ In person, please submit an application, pay hourly room rental fees, and sign policies.
- ◆ All HIRED entities entering the park must have valid liability insurance on file with County Property Permits which complies with the requirements of County's Risk Management Office.
- ◆ Refundable cleaning deposit (\$300 - \$500) must be presented in cash, due one week prior to your event date.

Fees

- ◆ \$194.00 per hour if serving alcohol.
- ◆ \$169.00 per hour after 5:00pm (if not serving alcohol)
- ◆ \$100.00 per hour before 5:00pm (if not serving alcohol)

Alcohol is permitted for receptions only.

COUNTY OF ORANGE
DANA POINT YOUTH & GROUP FACILITY
34451 ENSENADA PLACE
DANA POINT, CA 92629-3028
TEL: (949) 923-2215 FAX: (949) 661-0340

FACILITY USAGE – GENERAL INFORMATION

- A. An event may be scheduled up to twelve (12) months in advance.
- B. A minimum of fifteen (15) days may be required for processing.
- C. To reserve your event date, complete the facility use application; read and sign facility rules and regulations; and **pay in full for all hours** requested (including set up/clean up).
- D. Maximum capacity is one hundred fifty (150) guests per event.
- E. Permit Holder must be present at event and at least twenty-one (21) years of age.
- F. **NO ALCOHOL PERMITTED**, except with prior approval, and county requirements are met. An alcohol service premium will be charged (see Side B).
- G. **NO AMPLIFIED LIVE BAND** (acoustic ok, Disc Jockey is preferred)
- H. Additional requirements regarding insurance, and/or proof of non-profit status may be required.
- I. To receive a non-profit rate, groups may be required to submit a mission statement, non-profit tax ID, and other documentation to support non-profit status. In order to receive a non-profit rate, the event must be open to the general public.
- J. Activities scheduled after normal operation hours shall require either the presence of Park Staff, uniformed Deputy Sheriff, or private security guards. The room rental rate will reflect the charges for after hours staffing.
- K. One adult chaperone is required for every ten (10) youths at an event.
- L. The County of Orange has the right to cancel an event if policies are not followed or if activities are misrepresented.
- M. Rescheduling an event date is only offered once. A written request to reschedule the date is required a minimum of four (4) months in advance of the original date; the new event date must fall within one (1) year from the original scheduled date. The refund policy below will not apply if an event is rescheduled with less than four (4) months advance notice.
- N. Refund requests must be made in writing and submitted to the park office. A **\$100.00** processing fee will be deducted from all approved refunds. Refund processing can take up to 8 weeks to complete.
- O. A full refund will be granted if the event is cancelled at least 4 months prior to the scheduled event date, less the \$100 processing fee.
- P. A one-half refund will be granted if the event is cancelled between 4 and 3 months before the scheduled event date, less the \$100 processing fee.
- Q. **NO REFUNDS** will be granted if the event is cancelled less than 3 months to the day of the scheduled event date.
- R. No refunds will be given for reduced hours, or if the event date is rescheduled with less than four (4) months notice, then later cancelled.
- S. **NO SMOKING** allowed inside the facility, or within 20' of operable doors & windows.

REFUNDABLE DEPOSITS

- A. Deposits are payable in **CASH ONLY** and are to be made ten (10) days prior to the scheduled event.
- B. The Facility will retain all or portions of your deposit under the following conditions:
 - 1. For repair of damages to the building.
 - 2. Costs for staff to perform any clean up tasks for which the renter is responsible.
 - 3. Storage fee for equipment left after event.
 - 4. If facility is not completely vacated by ending time specified on permit. Any additional hours or fraction of hours charged as overtime will cost **1 ½ times the hourly rate that applies at the time .**
 - 5. If any additional Police support is required.
 - 6. If alcohol is present without prior approval and payment of alcohol premium.
 - 7. A violation of any County ordinance occurs.
- C. Clean-up responsibilities
You will need to provide light cleaning supplies and trash bags – (35 gal size) approx. 20 bags.
The event holder is responsible for the clean up of the room to include the following:
 - 1. Remove all trash from containers and place in the dumpster in parking lot. Reline trash containers with new trash bags that the event holder supplies.
 - 2. Vacuum carpet and pick up items that cannot be vacuumed.
 - 3. Clean and return tables and chairs to storage room
 - 4. Sweep and mop tile floors and stage area.
 - 5. Clean off all counters, sinks, stove tops, walls, ovens, and refrigerators.
 - 6. Pick up trash from event including restrooms, parking lot, and courtyard.
 - 7. Secure facility – doors and windows - in main room and the kitchen. Turn off all lights.
 - 8. Leave the facility as you found it.

All refunds for cleaning deposits will be returned on Monday – Friday between 8:30am and 4:30pm.

EVENT TIMES

- A. Earliest available time to book an event on Saturday is **10:00 AM**. The facility closes at 11:00pm.
- B. Booking times must include sufficient time for set up and clean up.
- C. Any changes must be requested in writing.
- D. Storage of supplies or equipment is not permitted and early deliveries can not be accommodated.
- E. Music, food, and beverage service “Last Call” will be **one hour and 15 minutes before clean-up begins.**

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REGULATIONS CONCERNING THE USE OF ALCOHOL

- A. Permission for alcohol will only be granted for beer, champagne, and wines during receptions only.
- B. Alcohol can only be served by an insured bartender/caterer possessing a valid ABC license.
- C. Proof of liquor liability insurance must be provided to the satisfaction of the HBP Director of Designee (not less than one million dollar policy). Must name the County of Orange, State of California and all agents for additional insured.
- D. A paid Sheriff's deputy – Security Guard must be on premises for the entire duration of the event (includes set up and clean up times).
- E. No "Bring Your Own Bottle" events.
- F. DO NOT OPEN champagne in the banquet room.
- G. No sale or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control Department. A copy of the license must be placed in plain view near or on the bar where alcohol is being served.
- H. No alcohol is allowed to be served to minors.
- I. No fountains or alcoholic punches are allowed.
- J. Alcohol will only be dispensed from a portable bar. All alcohol must be poured into plastic cups. No pitchers, carafes or bottles or cans may be placed on the tables.
- K. Alcoholic beverages will only be allowed in Banquet Room (Building A) and inside courtyard area.
- L. Attendance at receptions serving alcohol must be by invitation only.
- M. "PLEASE DON'T DRINK AND DRIVE" signs, list of ride services and local accommodations will be posted.
- N. Authorization for service of alcohol may be denied if activities are not consistent with the preservation of the property or it's surrounding environment.
- O. The bartender, Sheriff's Deputy, or park staff will have the discretion to close the bar down at any time should there be any guest violations or loss of alcohol control at the event.

SECURITY GUARD OR SUPERVISION REQUIREMENTS

- A. Activities scheduled after normal facility operating hours will require payment for the presence of either park staff, security guards provided by County contract, or Orange County Sheriff's Deputy.
- B. Events that require supervision are based on the type of activity, amount of people and day of week. Number of guards will be determined by park staff.
- C. Current rate for security is **\$69.00** per hour with a four (4) hour minimum.
- D. The Sheriff's Deputy/Guard will enter the event occasionally or when necessary. They will also patrol parking lots and facility grounds.

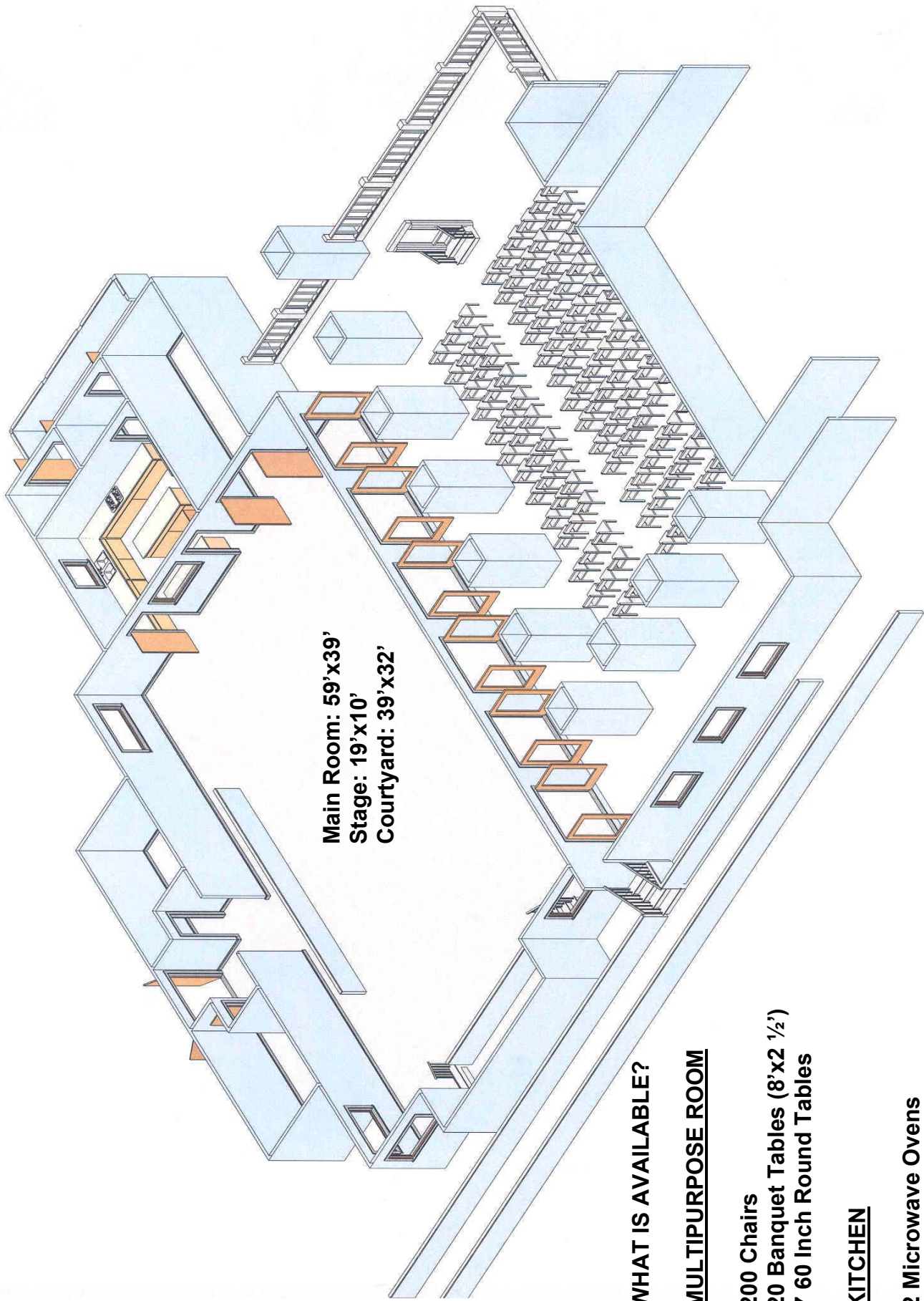
DECORATIONS

- A. No open flame decorations. Candles must have lamps covering flame.
- B. Only masking tape or mounting tape may be used to affix decorations.
- C. Remove all decorations and rentals when leaving facility, including all helium balloons, plants, tape, dance floor, etc.
- D. No throwing bird seed or rice.
- E. Do not fasten decorations to light fixtures, window cover, etc.
- F. No glitter or very small decorations on tables.
- G. No decoration may be hung from building rafters.
- H. Use of County equipment (i.e. ladders) or staff is not allowed.

I understand the requirements/policies printed on Side A and Side B

Signature

Date



Main Room: 59'x39'
Stage: 19'x10'
Courtyard: 39'x32'

WHAT IS AVAILABLE?

MULTIPURPOSE ROOM

- 200 Chairs
- 20 Banquet Tables (8'x2 1/2')
- 7 60 Inch Round Tables

KITCHEN

- 2 Microwave Ovens
- 2 Large Refrigerators
- 2 Home Size Ovens