



EAST SAN GABRIEL VALLEY
JAPANESE COMMUNITY CENTER **ESGVJCC**

FACILITY RENTAL INFORMATION

1203 West Puente Avenue
West Covina, California 91790
(626) 960-2566
rentals@esgvjcc.org

Revised 11/2013

**EAST SAN GABRIEL VALLEY JAPANESE COMMUNITY CENTER, INC.
FACILITY RENTAL INFORMATION**

MISSION

The East San Gabriel Valley Japanese Community Center is a not for profit organization dedicated to foster and preserve the cultural heritage unique to Japanese American Ancestry; and to serve the community through social services, artistic, recreational, and educational programs.

Facilities

| ROOM | SQUARE FT. | THEATRE STYLE Capacity | BANQUET STYLE Capacity | RECEPTION Capacity |
|----------------------|---------------|------------------------------|------------------------------|-----------------------|
| Gym | 6,000 sq. ft. | 400 | 280 | 500 |
| Social Hall | 3,520 sq. ft. | 250 | 160 | 300 |
| Dining Room | 730 sq. ft. | 50 | 30 | 60 |
| Classroom (Large) | 800 sq. ft. | 55 | 40 | 70 |
| Classroom (Small) | 400 sq. ft. | 27 | 20 | 35 |

RENTAL FEES

| ROOM | HOURLY RATE |
|-------------------------|----------------|
| Gym | \$110 |
| Social Hall | \$90 |
| Dining Room | \$60 |
| Kitchen | \$60 |
| Classroom (small) | \$50 |
| Classroom (large) | \$60 |
| Gym & Kitchen | \$135 |
| Social Hall & Kitchen | \$110 |
| Gym, Kitchen, Dining Rm | \$150 |
| SH, Kitchen, Dining Rm | \$135 |

Use of entire premises must be negotiated through ESGVJCC Management.
Hourly rate applies to a **maximum of up to five hours of reserved time**. For the time exceeding five hours, 1 ½ the hourly rate will apply (for every hour or portion thereof) in addition to the designated rental charge.

The rental fee includes:

- Use of the reserved facility
- ESGVJCC personnel on site
- Basic furniture (tables, chairs)

Current ESGVJCC members receive 50% off the private hourly rate. To receive discount, member must be paid and in good standing for at least two years.

- Renter is responsible for own set-up.
- Renter is responsible for clean-up of food, beverage, and decoration trash.
- Renter is responsible for paying for set-up time.
- There is a \$350 clean-up fee for the Gym and \$250 clean-up fee for the Social Hall.
- All activities must conclude by 11:00 p.m. This includes the removal of rentals and special effects props. A late charge of \$250 will be applicable after 11:00 pm and \$500 will be applicable to every hour or portion thereof beyond 12:00 midnight.
- Depending on the nature of the event, additional set up fees may apply.

ADDITIONAL SERVICES AND FEES

Catering: The ESGVJCC must approve the use of all other caterers prior to the event. All non-approved caterers must provide a current Certificate of Insurance, naming the East San Gabriel Valley Japanese Community Center as an additional insured, including liquor liability if alcohol will be served.

Additional Rentals: In addition to the Facility Rental fee and food & beverage costs, the renter will be responsible for rental costs for linen, china service if needed, décor, entertainment, valet service(s), and any furniture, special lighting and/or audio visual equipment beyond what is included in the Facility Rental fee.

The ESGVJCC can recommend a few vendors for all additional rentals who can assist you with your rental needs. The ESGVJCC must approve all vendors. Renters will ensure that all persons subcontracted by the client for the event, review and agree to comply with all policies required by the ESGVJCC. If vendors must deliver items prior to the scheduled rental time, an additional fee of \$25 will be charged.

Security: The presence of security personnel is mandatory at all events held on ESGVJCC premises as deemed necessary by the ESGVJCC Management. Any events serving alcoholic beverages require a minimum of one security guard on premises throughout the entire rental or as deemed necessary by the ESGVJCC Management. Four security guards are required for any event with more than 200 guests. The ESGVJCC has an approved security guard company. Though not mandatory, the ESGVJCC recommends using its preferred security company. If the renter chooses to use a different security company, the company must be bonded and must provide a certificate of insurance naming the East San Gabriel Valley Japanese Community Center.

Set-up: ESGVJCC personnel are available for hire to handle all set-up needs. A minimum fee of \$250 will be charged to secure set-up staff for the event. Additional fees may apply as deemed necessary by the ESGVJCC Management should the renter select to hire ESGVJCC staff for set-up/ clean-up.

Clean-up: All rentals will be charged a \$400 clean-up fee for the Gym and \$250 for the Social Hall which includes putting chairs/ tables away, sweeping, mopping, and trash disposal. Renter is only responsible for removing all food and beverage from the tables and decorations from the building.

Security deposit: A security deposit of \$250 will be due no later than 7 business days prior to the event and shall be refundable if the facilities are left in a clean condition as stated in the rental agreement.

PARKING

The ESGVJCC has approximately 100 parking spaces available including five handicap accessible parking spaces. Additional parking is available along Puente Avenue. Guests may not block neighbors' driveways. Parking is not permitted along the red curbs in the two driveways.

The renter and guests must comply with all City of West Covina fire and safety codes. Fire lanes must be left open in compliance with Fire Department regulations.

SMOKING

The ESGVJCC is a non-smoking facility. At no time will smoking be allowed in the buildings or in the courtyard. Smoking will be allowed in the parking lot with the permission from the ESGVJCC prior to the event. Any infraction of smoking will result in a \$500 fee and the violating guest(s) will be asked to vacate the premises.

RESERVING A SPACE

Renters must complete a facility use application and submit it via email, fax, mail, or in person to the ESGVJCC Office during normal business hours. Reservations may be made via telephone or e-mail, however, an event date is not confirmed until the facility use application is received and a 50% deposit is made.

In the event that the renter has a tentative reservation and another renter requests the same date, the renter with the tentative reservation will be given 5 business days to confirm with a 50% deposit or the reservation will be released.

The ESGVJCC reserves the right to schedule areas of the facility concurrently with a rental event. Only renters that have contracted for the entire facility will have exclusive use of all areas.

Access for event set-up will be arranged at the discretion of the ESGVJCC, in consideration of its obligation to its members and to the safekeeping of the facilities and its contents. Set up and clean-up time must be included in the facility use application.

CANCELLATION POLICY

Written request for a change of date or cancellation must be received by the ESGVJCC at least two weeks in advance of the scheduled function, or a penalty fee equal to half the deposit will be retained by the ESGVJCC.

The East San Gabriel Valley Japanese Community Center reserves the right in its sole discretion to cancel the Facility Rental Agreement due to unforeseen circumstances; however, in such unlikely instances, the client's usage deposit will be refunded in full. The ESGVJCC reserves the right to cancel an event up to one month in advance with a full refund of deposit should it conflict with an ESGVJCC event. Additionally, the renter's failure to comply with any of the ESGVJCC's regulations may result in the ESGVJCC's cancellation of the event.

PAYMENT

A deposit of fifty (50%) percent of the Facility Rental guarantees a room reservation. If such deposit is not received by specified due date, the event date can be released for other use. The balance of the usage fee is due 7 business days prior to the scheduled event and no later than date of the event. All other expenses and balances will be billed after the event, and are payable within 30 days.

The ESGVJCC accepts check, cash, money order, or credit card. Checks and money orders should be made out to "ESGVJCC". Credit card payments can be done in person or by phone.

OTHER COSTS

Renters are responsible for a clean-up fee of \$350 for the Gym and \$250 for the Social Hall.

The ESGVJCC reserves the right to charge renters for all other costs, including but not limited to the following:

- Security costs (including any required police or fire department personnel)
- Maintenance costs, including supplies, labor and trash removal
- Technical support fee (for technicians, projectionists, Audio and Visual equipment)

Other charges may be assessed as appropriate to the individual situation. Although the ESGVJCC will attempt to estimate all other charges in advance, the client will be billed for actual costs incurred, even if they exceed the estimates.

OTHER REQUIREMENTS

Indemnity and Insurance: The renter is fully responsible for any damage or loss of ESGVJCC equipment or property caused by the renter, its guests, employees, or agents.

In addition, the renter shall provide in advance a Certificate of Insurance evidencing general liability insurance in the amount of at least \$300,000 per occurrence, including host liquor liability. The renter agrees to name on the insurance certificate as additional insured 1) the East San Gabriel Valley Japanese Community Center and 2) must list the name and date of the event at no cost to the ESGVJCC. The Certificate of Insurance shall be non-cancelable without 10 days advanced notice to the ESGVJCC; shall show that user's coverage is primary and the ESGVJCC as additional insured coverage is excess and non-contributory.

Permits

The renter will be solely responsible for securing and paying for any permits that may be required in connection with the event, and will provide proof of such permits to the ESGVJCC. In addition, if city police or fire departments require on-site personnel for the event, the renter will be responsible for all related costs.

Decorations

All decor and signage must be free-standing. All decor must meet with the approval of the ESGVJCC. Signs or banners cannot be affixed with nails or tacks on the walls, cases, ceilings, or outside the ESGVJCC. Signs or other “markers” are not permitted outside the building unless approved in advance. No tape can be used on glass surfaces. Only blue painters tape is permitted on the walls. The use of confetti, rice or bird seeds is not allowed. Candles must be enclosed in a candle holder which is higher than the flame of the candle. Balloons must be pre-approved.

No structural or permanent physical alterations, attachments to the permanent structure or modifications of the East San Gabriel Valley Japanese Community Center’s property will be permitted. All decor must be in keeping with the ESGVJCC’s design and must comply with the Fire Marshall’s regulations. Nails, staples, and tacks may not be used on walls or carpeted areas.

PRINTED MATERIALS AND PUBLICITY

All invitations, posters, flyers, signs or other publicity pertaining to the event, including press releases, must be approved in advance of printing by the ESGVJCC. It is imperative that sufficient time be built into the production schedule for such material to allow reasonable time for the ESGVJCC’s review.

Use of the East San Gabriel Valley Japanese Community Center’s name is permitted only to announce the location for the event. The client may make no claim that the ESGVJCC is in any way sponsoring or hosting the event without the ESGVJCC’s prior approval.

Photography permission will be determined on a case-by-case basis. The renter must agree in advance to comply with all ESGVJCC stipulations and to provide adequate monitoring where necessary.

ADDITIONAL REGULATIONS

The East San Gabriel Valley Japanese Community Center reserves the right to impose additional rules or regulations, or to set up special rental or use arrangements, whether or not expressed herein, which may be necessary for the best interest of the ESGVJCC, and such regulations will be binding upon the renter.

**EAST SAN GABRIEL VALLEY JAPANESE COMMUNITY CENTER, INC.
LIST OF APPROVED VENDORS**

Security

Custom Protective Services
Contact: Joe Rencher
1251 W. Sepulveda Blvd #103
Torrance, CA 90502
(310) 367-4838
jcrencher@aol.com

DJ/ Sound

High Resolution Productions
Contact: Steve Kikuchi
(626) 821-0573

FREQUENTLY ASKED QUESTIONS FOR PRIVATE RENTAL USE @ THE ESGVJCC

1. Can I set-up prior to my scheduled set-up time?

No, you cannot. Our facility is used by many of our programs seven days a week. On weekends, priority is given to our youth basketball program. On weeknights, priority is given to our martial arts and cultural classes.

2. Do I have to pay for set-up time?

Yes, you do. The facility is blocked off for that period of time. You are paying for the time you are using the facility. This includes set-up.

3. Why do I need security, how much does it cost, and is it my responsibility to find the security company?

You need to hire security for the protection of you, your guests, and the facility. The security company will be hired by the ESGVJCC. The cost of the security guards is \$25/hour for the entire length of your event. If you would like to hire your own company, the company must be approved by the ESGVJCC. If your event runs longer than what was scheduled, then you are responsible for paying for the extra time.

4. Why do I need to hire staffing?

Staffing is required for facility rental at the ESGVJCC. Staff will be present in the room during the entire set-up hour. Staff will periodically check-in on your event - this includes restroom maintenance and any other needs that may arise.

5. Is alcohol allowed on the premises & is smoking allowed?

Alcohol is allowed for your event. However, no sale of alcohol is permitted. Smoking is only permitted in the parking lot.

6. Will there be air conditioning during my event?

Yes, the air conditioning will be turned on at the beginning of set-up. In order to keep the room cool, all doors must remain closed at all times. If any of the doors are opened, then the room will not cool down.

7. Will the basketball hoops be raised up?

Yes, the basketball hoops will be raised up at the beginning of set-up and will be lowered during clean-up.

8. What if I go over my event time?

You will be assessed \$250 for any time over the scheduled event end time.

9. Can I use the kitchen?

Yes, you can use the kitchen. There will be an extra charge per hour. For more details, please refer to your rental application packet or call the ESGVJCC office (626) 960-2566.

10. Can my guests use the courtyard area?

Yes, your guests may use the courtyard area. However, if you use any of the trash cans located in the courtyard area, then you are responsible for disposing of that trash no matter the prior condition of the trash can.

*For any other questions regarding your rental, please contact the ESGVJCC Office
(626) 960-2566.*



EAST SAN GABRIEL VALLEY
JAPANESE COMMUNITY CENTER **ESGVJCC**

FACILITY USE APPLICATION

Name of Event _____

Sponsor/ Organization _____ Telephone _____

Contact Person _____ Telephone _____

Mailing Address: _____
[] ESGVJCC Member
[] Private Renter

City _____ State _____ Zip _____

Day/Date of Event _____

Set-up Time _____ to _____

Hours of Event _____ to _____

Estimated Attendance _____

Please describe the type of event and program: (use
separate sheet if necessary) _____

AREA REQUESTED

- Gym
- Social Hall
- Kitchen
- Dining Room
- Classrooms
- Entire premises
- Other (specify) _____

Equipment Requested _____

Describe any equipment/decorations that may be brought onto the premises _____

Will Caterers be used? [] Yes [] No If yes, Name: _____

Contact Person: _____ Phone Number: _____

Will alcoholic beverages be served? [] Yes [] No

Served by: _____ Hours of service: _____ to _____

Completion of this application does not constitute a confirmed facility reservation. Only after a rental contract has been executed and a deposit received can a rental request be considered a confirmed reservation.

FOR OFFICE USE ONLY:

Security for event: #: _____ Hours: _____