

# Fees

## Bell Residents

Hall Rental	\$650.00
Liability Insurance	\$147.00
Three (3) Security Guards	\$414.00
Event Staff	\$288.00
Security Deposit	\$300.00
<b>Total Cost</b>	<b>\$1,799.00</b>

# Fees

## Non-Residents

Hall Rental	\$900.00
Liability Insurance	\$147.00
Three (3) Security Guards	\$414.00
Event Staff	\$288.00
Security Deposit	\$300.00
<b>Total Cost</b>	<b>\$2,049.00</b>

# Important Information

## Reservation

- All problems, issues, and incidents will ONLY be addressed with the person named responsible in the hall rental contract; said person must be present during the event.

## Payment

Any payments made by check, Visa, Mastercard or Money orders must be under the applicants name, made payable to the "City of Bell".

It is mandatory that 50% of the total amount be paid at the time of the reservation.

Remainder of the Hall Rental Payment and set up for the event must be made no later than 1 month after the reservation is made.

## Refund

There shall be no refund of any deposit/fee in the event a cancellation is done three months (90 business days) before date of the event. In the event that the reservation is cancelled there will be a fee of \$100. If cancellation is made within 10 working days from the date of first payment, a \$10 processing fee will be charged for any refunds. Refunds will only be made out to the name of the person responsible in the application. Refunds will be made in the form of check and shall be received through the mail within 3-4 weeks.

Hall rental capacity is 160 persons. (230 max with patio rental)\*Children 3 and over are counted.



## Additional Fees (Optional)

Must be paid at least three (3) months in advance of your event date.

<b>Extended Hours</b>	
Before 6:00pm	\$134.00/hr
After 12:00am (1am is the latest allowed)	\$158.00/hr
<b>Outdoor Facilities</b>	
Patio Rental	\$130.00
Gazebo Area & Patio Rent	\$200.00

## Additional Fees (Optional)

Must be paid at least three (3) months in advance of your event date.

<b>Extended Hours</b>	
Before 6:00pm	\$144.00/hr
After 12:00am (1am is the latest allowed)	\$168.00/hr
<b>Outdoor Facilities</b>	
Patio Rental	\$180.00
Gazebo Area & Patio Rent	\$250.00

## Hours

Hall is rented from 6:00pm to 12:00 am, unless additional hours are paid for.

## Decorations

Candles, glitter, confetti, candy tables, nails, screws, tape, and/or smoke machines are not permitted. \$100 cleaning fee will be taken out of security deposit if glitter and candy tables are used. Only painter's tape is allowed.

## Catering

Any event using a catering company for their food services shall comply with the City rules relating to catering. A valid business license and liability insurance for caterers must be submitted to the Community Center Staff at least 3 months prior to the event date, in addition to a one day city license. Kitchen is not available for use by applicants.

## Bartender

A bartender is required for any event where alcoholic beverages will be available. Applicant must secure a bartender for their event no later than 3 months prior to the date of the event. You may contact Mike from Sunseris for a quote at (800) 635-9732. If you wish to bring a bartender of your own he/she must be approved by the department before they can provide their services and must provide a copy of their bartending certificate and liability insurance, naming the city of Bell as an additional insured for review. Glass containers are NOT allowed for alcoholic beverages (except for wine or champagne). Liquor must be distributed through a bar using paper or plastic containers. Guest are not allowed to bring their own alcoholic drinks. Alcoholic beverages shall remain inside the building and in the patio, and are prohibited outside on park or pavilion facilities.

6250 Pine Avenue  
Bell, CA 90201



For more information  
call 323-773-1596  
Monday-Friday 8am-4pm

# Bell Community Center



# Hall Rental Information