

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
- Ice Machine
- Projector, Screen, Speakers, and Microphone (Reservation Required)
- Baby Grand Piano (Reservation Required)
- Coffee (Extra Fee and Reservation Required)
- Kitchen Use for Licensed Caterers Only (Extra Fee and Reservation Required)

Fees and Descriptions

Rental Fee (Vista Resident)	\$166/ hr	A resident event held by and for a senior (60+) is eligible for a 30% discount.
Rental Fee (Non- Resident)	\$221/ hr	
Non-Profit Organizations	Please call for pricing.	
Cleaning Service	\$110	See below for more information.
Insurance	\$150	
Security Guard	\$26/hr/guard	Four-hour minimum. See below for more information.
Coffee (Regular or Decaf)	\$65/100 cups	Includes cups, sugar, sugar substitute, stirrers, and creamer.
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 set up 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 below for more information.

Additional Notes

- Renter is responsible for setup of their event and removal of personal property immediately following the event.
- 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.
- Parking is not guaranteed.
- For additional information, see the "Recreation & Community Services Policies & Procedures" document which is attached to each permit.

Security Guard Information: Security guard services are contracted by the City of Vista to a private company.

- Security is charged at a 4-hour minimum. Security is required 30 minutes pre-event and 30 minutes post-event in addition to entire event time.
- 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. An event with live music must have one guard per every 100 people or portion thereof.

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 \$65.

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

- Renter shall pay 50% of the rental fee 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. Payment of 100% of all fees is required within 90 days prior to the event date, regardless of date of reservation.
- Checks are made payable to the City of Vista.
- 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.