



# Cerritos Center for the Performing Arts

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## RENTAL POLICIES & GUIDELINES

### **ADVERTISING/INVITATIONS**

No advertising or ticket sales may take place prior to the receipt of required payments and execution of the rental contract.

No advertising materials may be displayed on the interior or exterior areas of the CCPA without prior approval from CCPA management.

All invitations, written announcements, flyers, or notices in conjunction with the User event must include the facility location of the event (i.e. – Sierra room, Grand Lobby, Garden Court or Mojave Room).

### **ALCOHOL**

The Patina Restaurant Group is the center's sole alcohol provider. Users are not permitted to bring in any alcohol onto the premises. All alcohol service including a champagne toast or wine service must be separately contracted with the Patina Restaurant Group. Alcohol service must end no later than one hour prior to the end of the event. For more information regarding alcohol service, please contact Patina Catering at (714)776-4000.

### **CANCELLATIONS**

Notice of cancellations must be submitted in writing to the CCPA. In the event of a cancellation, all fees are non-refundable.

### **CATERING**

The CCPA's preferred caterer is Patina Catering. Patina Catering has a wide array of menu options available and can also provide customized menus upon request. For menu options and pricing, please contact Patina Catering at (714) 776-4000.

### **CONCESSIONS**

The CCPA retains exclusive concession rights. The User cannot conduct sales or assign/authorize any sales without prior approval from CCPA management.

### **DAMAGE**

The User is responsible for the repair and/or the replacement of any items, fixtures, equipment or supplies that are damaged during the event or as a result of the User's use.

### **DECORATIONS**

Nothing can be nailed, taped, stapled, tacked or otherwise affixed to CCPA property. Only freestanding equipment or decorations may be used.

Rice, glitter, bird seed, tinsel, and confetti are not permitted.

No flower petals may be thrown on the floor; however, silk flower petals are permitted for this use.

Helium balloons are permitted for use in the Sierra room only. They must be securely tied or weighted down. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons may be charged to the User.

All decorations must be approved **IN ADVANCE** by CCPA management.

### **EVENT INFORMATION DEADLINE**

User must provide the CCPA with final and completed information regarding set-up specifications, schedule of activities, and final confirmation of equipment/services required for the event at least 30 days prior to the event date. This information can either be submitted in writing, or by scheduling a "final walkthrough" with the Event Coordinator.

### **FEES/DEPOSITS**

#### **Fees:**

In order to confirm a reservation, 50% of the total estimated fees must be paid upon contract signing. The remaining 50% balance is due no later than 30 days prior to the event date. Failure to pay the estimated expenses by the due date may result in the cancellation of the User's event. **All fees are non-refundable.**

#### **Security Deposit:**

The CCPA also requires a \$500 security deposit due no later than 30 days prior to the event date. This deposit will be refunded approximately 4-6 weeks following the event provided that no damage to the facility has occurred. If damages exceed \$500, an invoice for the remaining balance will be sent to the User and is due upon receipt.

All fees and the security deposit must be paid by the User or Organization listed on the rental contract.

Money orders, checks, and credit cards are acceptable forms of payment. Cash is not accepted.

### **FLAMMABLE DEVICES/ SUBSTANCES**

The use of any flammable device or substance (i.e. candles) is strictly prohibited without approval from the Los Angeles County Fire Department. If you would like to utilize candles, then a sample candle & base must be submitted to the CCPA at least 30 days prior to the date of the event, so that approval may be obtained.

### **INSURANCE**

We require insurance for any event that is held at the CCPA in the amount of \$1 million. Alcohol insurance is also required for any event with alcohol service. Liability and alcohol insurance are available for purchase through the City of Cerritos and is due at least 30 days prior to the event date. The payment for insurance may be submitted at the time of the final walk-through.

### **NOISE LEVEL**

All amplified music may be subject to volume control at the discretion of CCPA management.

### **PARKING**

Parking is available on the south and east sides of the facility at no additional charge. No overnight parking is permitted.

### **PERSONNEL**

Additional event personnel may be required at the discretion of CCPA management.

### **SECURITY**

Security is required for any event with alcohol service. The CCPA reserves the right to require security for other events as deemed necessary.

### **SET-UP/CLEAN-UP**

**Set-up:** CCPA will have tables, chairs and other equipment designated in the contract in place prior to the User's set-up time designated in the Rental Contract. User set-up must be completed within the approved reservation time. It is the User's responsibility to notify the caterer, decorator, entertainment and other vendors of the set-up time. Additional set-up hours are available for purchase.

**Clean-Up:** Clean-up/breakdown is to begin immediately following the event and must be completed within 1 ½ hours after the designated event end time. Events that require a longer break down time will be charged an additional fee.

### **SMOKING**

CCPA is a non-smoking facility. Smoking is permitted outside of the facility.

### **STORAGE**

User, caterer, decorator, florist, entertainment or rental items/equipment cannot be stored overnight, either prior to or following the rental period.

### **TICKETING**

If the User would like to charge an admission fee and/or distribute tickets, then the CCPA ticket office must be utilized for the printing of tickets. CCPA tickets are required for all performances, fundraising events and/or other special activities expecting a maximum capacity.