

Rental Information

Azaela Room

McClellan Adult Activity & Resource Center
1400 Vale Terrace Drive, Vista, CA 92084

Amenities

- Banquet Chairs (100)
- 60" Round Tables (12)
- 12' Rectangle Tables (10)
- 6' Rectangle Tables (8)
- 36" Square Tables (12)
- 98" Flatscreen TV for presentations (by request)
- Wireless Microphones (by request)
- Kitchenette with refrigerator and microwave

Fees and Descriptions

Rental Fee (Vista Resident)	\$150/ hr
Rental Fee (Non- Resident)	\$201/ hr
Non-Profit Organizations	Varies - Please call for pricing

Cleaning Service	\$160
Insurance	Varies
Security Guard	\$45/hr/guard
Beer & Wine Permit	\$100

- A resident event held by and for a senior (60+) is eligible for a 30% discount
- Private party rentals M-F 8am-3pm receive a 10% discount off hourly rate
- All rentals will incur an additional 5% facility maintenance fee
- Set-up and clean-up time is billed at hourly rate
- Rentals that require relocation of tables and/or chairs are assessed a \$40 fee

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 100 dining with tables or 200 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.

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.
- Payments made via credit card are assessed a nonrefundable 3% surcharge

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.

For more information, call staff at (760) 643-5288 or seniorcenter@vista.gov