



6811 La Jolla Blvd. La Jolla, CA 92037 (858) 459-0831 [www.ljcommunitycenter.org](http://www.ljcommunitycenter.org)

## Room Rental Rates

### Description of Facility

The La Jolla Community Center is a 7,200 square foot community center located a few blocks from the Pacific Ocean. The Center has recently gone through major renovations and now has a beautifully remodeled front entrance, lobby, courtyard, class rooms, and new porcelain tile flooring throughout. We are also the host to a fine art gallery at the Center. Residential area parking is available. For large events, valet parking is recommended.

**Please note: classes, seminars, or workshops should be educational in nature, enhancing or improving the general skills and knowledge of participants.**

### Amenities

WiFi is available throughout the facility

### Rentals

See equipment list for items available and rates

Preferred Vendors list also available

### Description of Rooms

*Board Rooms* - 200+ sq ft. Completely furnished. Occupancy contingent upon room configuration. Max Occupancy 10-15.

*Art Studio* - 285 sq ft. Features sky lights, easels and stage. Occupancy contingent upon room configuration. Max Occupancy 10.

*Kitchen* - 300 sq ft. Features commercial appliances, 3 Compartment Wash Sink, Air conditioning. Audio Visual equipment coming soon. Occupancy contingent upon room configuration. Max Occupancy 18.

*Las Patronas Room* - 670sq ft. Features sound reduction panels, fine art, and alcove. Configuration; executive, theater and conference. Occupancy contingent upon room configuration. Max Occupancy 55.

*Great Room* - 1,200 sq ft room features direct access to and use of courtyard and kitchen. Occupancy contingent upon room configuration. Max Occupancy 120. Including use of the courtyard 200.

### Rental Rates

1. Room Rental Fees
  - *Board Rooms/Art Studio* - \$65 per hour – minimum of 2 hours
  - *Kitchen*- \$200 per hour - minimum of 2 hours
  - *Kitchen*- \$175 per hour - minimum of 4 hours
  - *Las Patronas Room* - \$175 per hour - minimum of 2 hours
  - *Great Room* - \$350 per hour - minimum of 2 hours
  - *Great Room* - \$300 per hour - minimum of 4 hours
2. \$150 refundable security deposit is required for *Board Rooms/Art Studio/Las Patronas Room*, \$500 refundable security deposit is required for the *Great Room*, for damage, loss, or additional time charges.



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3. Rentals include 30 minutes of set up and 30 minutes of break down. Any additional time should be rented.
4. Set up and break down for an event is not included in the rental rate. Staff can set up and break down for an additional \$100.
5. Checks must be made out to: La Jolla Community Center \*Please write out 2 separate checks for rental amount and deposit. A credit card on file will suffice for a deposit.
6. \$150 maintenance fee is required for use of the Great Room. \$50 maintenance fee is required for use of the Las Patronas room. Maintenance fee may apply to other rentals\*\*
7. One-half of the rental fee is due upon signing the agreement. The balance and security deposit are due 30 days prior to the event date.
8. User may cancel this contract in writing up to 30 days before the event. After that date, cancellation will be subject to a service fee of up to \$300.

\*Great Room rental includes courtyard and kitchen space

\*\*A maintenance fee may be applied if the center is not left in same condition as was found

## Helpful Information

### Insurance

Proof of Liability Insurance with a minimum of one million dollars listing the LJCC as additional insured must be presented.

For liability insurance for weddings and other events, contact [www.wedsafe.com](http://www.wedsafe.com)

### Alcohol/Liquor

To serve alcohol, you must use Bar Works or a comparable company. Bar Works has a liquor license and liability insurance and their bartenders are trained and certified with Serve Safe. You can contact them at 858-566-6077

You may purchase your own alcohol and have Bar Works serve it. They can help you determine quantities needed and even help with the purchase of the alcohol and delivery using their own volume purchasing.

### Security

Security is required for events of 100 or more guests. Security firms such as Elite Show Services can provide this service. You can contact them at 619-574-1589

Kawartha Security uses the following ratios:

If serving Alcohol - 1 Guard to 75 Guests, plus protective sites (Gates, assets, doors)

No alcohol being served - 1 Guard to 150 Guests, Plus Protective Sites