

ALPINE COMMUNITY CENTER
PRICE LIST 2017

BALLROOM EVENT PACKAGE - Ballroom (5000 sq ft)

Seats 300 Guests

(Refundable deposit -\$500.00)

\$1500.00 - 4 Hour Saturday Event

“ L” SHAPED EVENT PACKAGE - Sage Room (3750 sq ft)

Seats 71-100 Guests

(Refundable deposit -\$300.00)

\$1200.00 4-Hour Saturday Event

SAGE EVENT PACKAGE - Sage Room (2500 sq ft)

Seats 70 Guests

(Refundable deposit -\$200.00)

Both Packages Include: Tables and Chairs - Setup and Break Down

Include one Mandatory Staff Member, and 16 x 20 dance floor, 2 hours for set up, one for cleanup.

(10% Discount for Friday and Sunday Events)

\$895.00 – 4 Hour Saturday Event

SPECIAL EVENTS:

Memorial Service Packages (see details on next page)

\$700.00/\$350.00

Charity Event Package (see details on next page)

\$1000.00

Kids Dance Party Package (see details on next page)

\$450.00

HOURLY ROOM RENTALS/ CAPACITY

Hourly Rentals include: tables and chairs

Oak Room (hourly) 80 theater style & 50 with rounds

\$75 per hour (Refundable deposit \$25.00)

Cedar Room (hourly) 80 theater style & 50 with rounds

\$75 per hour (Refundable deposit \$25.00)

Sage Room (hourly) 200 theater style & 100 with rounds

\$175 per hour (Refundable deposit \$75.00)

Ballroom (hourly) 650 theater style & 300 with rounds

\$325 per hour (Refundable deposit \$200.00)

Conference Room (hourly) seats 12

\$25 per hour

L-shaped (Hourly)

\$250.00 per hour (Refundable deposit \$125.00)

***Hourly Room rental does not include Staff Attendant during non-business hours. (2hours or less rental .5 hr set up.)**

Staff attendant: \$25 per hour

PARK RENTAL-SOUTH SIDE OF PARK

Park Event Reserved-\$100.00 an hour

South Side Ceremony-\$500.00

Includes: Park reservation, Decorated Wedding Arch, White Lawn Chairs

TERRACE PACKAGE-WEDDING CEREMONY

Seats : 100 Guests Maximum

Includes : Decorated Wedding Arch, White Lawn Chairs,

Night Before Rehearsal with Event Coordinator

Set up and Break Down of Arch/Chairs, Private Room to Dress on-site

Terrace Wedding~\$295 – 2 hours

Two hours include:

1 hour for Prior Night Rehearsal

1 Hour for Ceremony

KITCHEN RENTAL (Must be Food Manager Certified)

Use of Industrial Kitchen includes:

Convection Ovens, Warmers, Ice Machine, Refrigerator

\$300 – 4 Hour Event

DANCE FLOORS:

Due to Room Size - Dance Floors can only used in the Sage or Ballroom

12 x 12 - \$100 per event

12 x 16 - \$125 per event

16 x 16 - \$150 per event

16 x 20 - \$175 per event

20 x 20 - \$200 per event

BAR SERVICE – MANDATORY FOR ALL ALCOHOL USE

Includes Bartender 4hours, 1 hr/Setup and Clean-up

Use of Bar, beverage napkins, fruit garnish and ice

(Does NOT include utensils or drinking vessels)

\$200 per 4hr. Event Bar Fee (fee is waived if it is our cash bar- but sales must be minimum \$750./100-\$1000. 100+) (Mixed drinks-\$5.00 ea., Beer and Wine- \$3.00) Bar Service-\$50.00 each additional hour.

Staff Attendant:

Mandatory staff attendant during non-regular business hours.

The ACC Reserves the Right to Allocate the Appropriate Amount of Staff Based on your Rental Requirements and size of your Event.

Staff Attendant: \$25 per hour

Security Guard: \$25 per hour

Waiter/Waitress: \$20 per hour

SPECIAL EQUIPMENT RENTAL

TABLE LINENS:

Rounds: 90" \$12.00/ 60" \$7.00
Banquets: \$7.00 each
Squares: \$7.00 each
Napkins: \$.55 each
Chair Covers: \$4.50 each
(includes contrasting bow in a color of your choice)
Covers are cream or white in color
(Our tables are 6 ft. round, and can seat 8/10 at each.)

MISC:

12 inch & 10 inch round/square
Mirrors- Beveled Edges \$1.50 ea.
Coffee Service (less than 100) \$25.00
(more than 100) \$50.00
Water Service (less than 100) \$20.00
(more than 100) \$40.00
Wine Glasses \$1.00 ea
Water Pitchers \$1.00 ea
Margarita Machine, with alcohol \$250.00
incl. 100 cups/salt refills: \$75 per side)

SKIRTING:

60" Cake Table Skirt: \$18.50
6 ft table skirt \$18.50
8 ft table skirt \$23.50

CENTERPIECES:

Starting at \$10.00 each
Vessels starting at \$2.00-\$10.00

4 HOUR MEMORIAL SERVICE PACKAGE: \$700.00-Includes: Manzanita Room for up to 100 guests. We are happy to take care of all the details of the *Celebration of Life* for your loved one. This Package includes the Manzanita Room set up to your specifications; configuration of the West end of the room with seating arranged for a service, podium and dressed Reverence Table for flowers and photos of your loved one; configuration of the East end of the room with dressed tables, and chairs, and a PA system. This package is available during regular business hours. A Staff Attendant must be hired if room request is after Business Hours and Security Guard if Alcohol is served. (Refundable deposit \$250.00)

This package does not include catering or bar service.

2 HOUR MEMORIAL SERVICE PACKAGE: \$350 –Includes: Oak Room~ Smaller room to fit guest count, setup/takedown, podium, and dressed Reverence Table for flowers, and photos. This package is available during regular business hours. A Staff Attendant must be hired if room request is after business hours and Security Guard if alcohol is served. (Refundable deposit \$100.00)

This package does not include catering or bar service.

CHARITY FUNDRAISER PACKAGE: \$1000.00- 4 hours ~ Includes: Ballroom with tables and chairs, 16x16 dance floor and the Staff Attendant. Only for *Valid* Charitable Organizations, and must provide ACC with a copy of their Tax Exempt Status. (Deposit \$250.00)

KIDS DANCE PARTY PACKAGE (ages 5-17)(up to 60 guests): \$450.00-3 hours~Includes: Sage Room Rental (2500 sq. feet), Mandatory ACC Staff Member, 12x12 dance floor, tables, chairs, linens and setup, takedown. **Requirements:** Must have 1 Adult Chaperone per 20 kids provided by Renter or ACC. Additional hours \$100.00 per hour. Additional people \$25.00 per 10 extra. Parties must be over by 11:00 p.m. Parties cannot be held on Saturday. Allotted 30 minutes before and after party for decorating and clean up. All trash must be removed from premises. Refundable deposit of \$100.00; returned within 30 days after event if Attendant deems appropriate.

These packages do not include catering or bar service.

The ACC is a non-profit 501(c) (3) organization with no outside government funding.

Staffing Requirements – ACC Policy

THE ACC RESERVES THE RIGHT TO ADD STAFF, SECURITY WHERE NECESSARY. For Events on the weekends, and outside of normal Monday to Friday, 9-5 business hours, the ACC Requires for an Attendant to be hired to open the Center and assist with your event. Staffing/Attendants are \$25 per hour. For Events with over 100 guests, the Executive Director reserves the right if serving Alcohol, that a Security Guard may be hired for the duration of your event at a rate of \$25 per hour. A Rental Contract must be signed prior to your event.

Restrictions: The ACC reserves the right to refuse service. When alcohol will be served at any event, the ACC reserves the right to refuse alcohol, unless all ABC Liquor laws are adhered to. ***ACC bonded bar staff can only be used to serve alcohol.*** We reserve the right to request additional insurance to events we deem appropriate, otherwise all rentals will be asked to sign a Hold Harmless Indemnification.

