Thank you for your interest in renting the

Terrace at Hillcrest Park.

1155 N. Lemon

Please read and sign the enclosed Rental Contract for use of the facility.
Return the signed contract along with payment to:

City of Fullerton
Parks and Recreation Department
303 W. Commonwealth Ave.
Fullerton, CA 92832
(714-738-6575)

The following is the fee amount charged to rent the Hillcrest Park Terrace.
Except for Saturday, a one hour grace period is provided for set up and take down.

Please note that your rental fee is non-refundable should you cancel or should it rain.

The following fees are for Fullerton Residents.

- Saturday, 11:00 am – 3:00 pm, **$450.00** for four (4) hours of rental plus **$150.00** security deposit. **These hours include set up and take down.**
- Saturday, 3:00 pm – 10:00 pm, **$975.00** for seven (7) hours of rental plus **$150.00** security deposit. **These hours include set up and take down.**
- Sunday, 11:00 am – 6:00 pm, **$140.00** for each two (2) hours of rental plus **$150.00** security deposit.
- Monday -Friday 8:00 am – 10:00 pm, **$100.00** for each two (2) hours of rental plus **$150.00** security deposit. **Maximum rental for Monday – Friday is five (5) hours.**

The following fees are for Non-Fullerton Residents.

- Saturday, 11:00 am – 3:00 pm, **$600.00** for four (4) hours of rental plus **$150.00** security deposit. **These hours include set up and take down.**
- Saturday, 3:00 pm – 10:00 pm, **$1,225.00** for seven (7) hours of rental plus **$150.00** security deposit. **These hours include set up and take down.**
- Sunday, 11:00 am – 6:00 pm, **$160.00** for each two (2) hours of rental plus **$150.00** security deposit.
- Monday -Friday 8:00 am – 10:00 pm, **$120.00** for each two (2) hours of rental plus **$150.00** security deposit. **Maximum rental for Monday – Friday is five (5) hours.**

Additional fees that might apply include:

- **City staff member fee $21.00** per hour, who will be on site for your entire event. Additional fees may apply if our staff needs to meet with a florist, rental company, caterer or music programmer prior to your event.

- **Alcohol User Fee $150.00** – nonrefundable. Alcohol must be served by a certified bartender or by the catering company. Alcohol may be served for a maximum of four (4) hours only and an **Alcohol Deposit of $500.00** – refundable only if there were no incidents related to alcohol or the police were not called.

- **Music Deposit $250.00** – refundable only if the music is kept to a decibel of less than 55 and the police are not called. The client will be notified when the request for amplified music has/has not been approved by the Parks and Recreation Director. Music must end by 9:00 pm. A public address (P.A.) system is not allowed.

- **$20.00** flat rate for use of the kitchen in the Hillcrest Recreation Bldg.

Events are scheduled on a first-come, first-served basis on a master calendar. At the time your reservation is made, 50% of the **non-refundable** fees are due. **Sixty (60) days prior to your event, the remaining non-refundable fees are due.** We accept Visa, MasterCard, cash and checks. Checks should be made payable to City of Fullerton.

All refundable deposits are due no later than thirty (30) days prior to the event. Upon receipt of all rental fees and the security deposit, the contract will become firm and an approved copy will be mailed to you. They will be returned within three weeks following the use of the Hillcrest Terrace, if it has been determined that you have followed the rules of your contract, the grounds were left clean and there has been no damage to the facility. **Setting up at the facility any earlier than what is noted on your contract could result in a reduction of your security deposit.**

Failure to pay any fees in full will result in cancellation of your reservation.

City of Fullerton Parks and Recreation Department
General Information for Facility Use Permit
For the Hillcrest Park Terrace.

Thank you for your interest in reserving Hillcrest Park Terrace for your special event.

So that we may accommodate you, your guests, and participants, please abide by the following rules:

- The maximum seating capacity at the Hillcrest Park Terrace is 125. All pathways must be kept clear. **Tables and chairs are not provided by the City of Fullerton.**

- Alcoholic beverages may be served for a period of four (4) consecutive hours. You will need to obtain an Alcohol Use Permit. The alcohol must be served by a certified bartender or by your catering company. An alcohol deposit is also required.

- **Candles, open flames or portable heaters** are not allowed without a fire permit. An Open Burning permit must be purchased at Fire Station Headquarters located at 312 E. Commonwealth Avenue (Fire Prevention) between the hours of 9 a.m. and 3 p.m., Monday – Friday. Return the open burning permit and the contract payment to Parks and Recreation.

- Flowers, balloons and streamers are allowed, but may only be hung from the hooks provided on the beams of the terrace. Use of staples, tacks, nails and/or tape and failure to clean the premises will result in forfeiture of your deposit.

- Musical accompaniment is allowed (i.e., guitar, flute, harp and soloist). You may have a D.J. or a band; however, the sound level must be kept at 55 decibels or below. Amplified music must be approved by the Director of Parks and Recreation before your contract is permitted.

- Music must end by 9:00 pm.

- Public Address (P.A.) systems are not allowed.

- All trash must be placed in the dumpster.

- All parking signs and restrictions must be observed and obeyed.