

NON-PROFIT MANAGEMENT CORPORATION of

California Citrus State Historic Park

P.O. Box 21292 ♦ Riverside, CA 92516

9400 Dufferin Ave. is physical address ♦ NO mail delivery at park ♦ www.citrusstatepark.org

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SUNKIST CENTER MEETINGS and EVENTS

The California Citrus State Historic Park offers a unique *public* setting in the Riverside area for many special events. The Sunkist Center building and the adjacent Orange Court patio area may be booked up to **3 months** in advance. Maximum rental time is 8 hours.

Group I shall include meetings of community, non-profit organizations or service groups plus educational and governmental agencies.

Group II shall include private business, commercial or political groups, family events and all **social** or **fundraising** events of Group I.

I. Fees (Payable at time of booking – cannot hold dates)

GROUP I GROUP II

A. Sunkist Center and Orange Court		
Weekday events	\$ 34 hr.	\$ 50 hr.
Weekend (Fri 5 PM – Sun 10 PM) and holiday events	\$ 60 hr.	\$115 hr.
Rental Company or Sound System	\$ 25	\$ 25
Events booked more than 3 months ahead	\$200 hr.	\$315 hr.
B. Cleaning fee		
Meetings only; no food; floor maintenance fee	\$ 35	\$ 35
Groups serving meals	\$100	\$100
Groups serving meals, inside dancing or self catering with 100+ people	NA	\$125
C. Security guard (if required) for first hour	\$ 25	\$ 25
Each additional hour per guard	\$ 13	\$ 13
D. Facility Deposit (refundable 7 days after event)	\$300	\$300
Sound System Deposit	\$200	\$200
E. Special Event Permit (payable to State Parks for alcohol)	\$ 50	\$ 50

II. Facility Information (Include **Sunkist Center** on your invitations.)

A. Sunkist Center building and Orange Court patio only. The Gazebo used only for wedding ceremonies.

1. Sunkist Center has seating capacity of 150 for dining and 200 chairs only. Building has restrooms, heating and air conditioning. Dancing is recommended on the veranda. Contact State Parks to use other areas in the park (see IV below). Loading/unloading is done behind building. No stopping along driveway for drop-offs. Parked unattended cars may be cited. All outside cooking and BBQ grills should be set up in the parking lot away from the building.

2. A limited number of dated parking passes for your event will be provided on day of rental. State Parks parking fees included with your rental. Please have someone available to distribute to your guests as cars enter park. Parking passes must be visible on car's front dash. The front parking lot is reserved for your event. Limos park in front lot and cannot drive beyond front lot.

3. Serving kitchen has 1 oven, double sink (**NO** garbage disposal), dishwasher & refrigerator (**NO** freezer). Client brings cooler for ice and dump extra ice in parking lot after event. Caterer or client must remove trash from building and put in dumpster.

4. Client provides food, dishes, tablecloths (add 20" to table size for minimum table drop), flowers, decorations and outside coverings for weather. Bring food prepared for serving. Purchased prepared food/trays allowed. Caterer provides utensils, trays and preparation equipment. Table legs must have rubber feet. Allow extra cleanup time if using china & crystal. Drink tables set up outside. **NO** food colored punch.

5. A sound system and podium are available for the building and patio area. Patio speakers are turned off unless outside switch is used. A \$25 rental fee and additional \$200 deposit are required.

6. Client responsible for set up and tear down of the 150 neutral chairs and any outside tables that are used. Inside tables are set up. We have: 17 - 60" round (seat 8) 3 - 72" round (seat 10)
1 30" x 8' buffet 7 - 48" round (seat 6) 5 - 30"x 6'buffet (seat 8)

- B. Beer (**one keg only** - no bottles or cans), wine or champagne may be served in the building area. **No** hard liquor. Limited to one bar. Recommended to have someone serve drinks. If alcohol is served, Special Event Permit (\$50) required by California State Parks. Client provides "*Certificate of Insurance*" obtained from insurance company. If guests leave the patio area and go into the park with alcohol, they are subject to a citation. Alcohol may require second security guard.
- C. All events must end and park vacated by 10 PM when gates are locked. It's recommended that events take advantage of daylight.
- D. State resources may not be used to promote a partisan position in an election campaign. Posting or distribution of partisan political literature on state property is a violation of the law.

III. Reservations Bring copy of your contract with you.

- A. Events placed on the Master Calendar upon receipt of non-refundable deposit. If event is canceled, ALL fees except Facility Deposit are forfeited. Person renting facility must be on the premises during event. Bring copy of contract with you. Only one event is scheduled at a time.
- B. Building must be booked to allow adequate time for set up, tear-down, clean-up and removing items. Building is unlocked and opened 30 minutes prior to rental time to arrange the tables and chairs. Allow a minimum of 30 min. for clean-up as building is vacated at end of rental time.
- C. All or portions of the *Facility Deposit* may be retained for facility damages, time used beyond contract hours or extending after 10 PM, not taking chairs down, having hard liquor on site, more people than 150 building occupancy, etc.

IV. Park Events

- A. **Park Hours:** Friday-Monday 8AM-5PM. Closed Tuesday-Thursday. Rentals on closed days require Security. Events may be held in park's public areas during park hours. Contact State Park Rangers Office for fees/permit information. No one can be in the public areas after park closes.
- B. Client liable for guests' damage to building, furnishings or landscape. Decorations must meet Riverside Fire Department safety regulations. Client must remove all decorations after event. **Tie** decorations to outside handrails and building structure. **NO** tape or staples. **NO** smoking or candles inside the building. **NO** decorations on the fabric walls or the wood. **NO** glitter, birdseed, rice, confetti, bubbles or potpourri. **NO** trimming the roses. Special climbing roses grow around the gazebo and are trimmed by park staff. Contact staff with any concerns.
- C. Tents or awnings must be freestanding. Contact staff prior to set-up. Nothing may be inserted into the grass or grounds.

VI. Security Guards

- A. Events must end so park is vacated by 10 PM when gates are locked. Security guard is hired and present at events held when the park is closed Tuesdays through Thursdays and extending after the park closes at 5 PM. Security may be required, at the park's discretion, for other events.

California Citrus SHP and/or CCSHPNPMC accepts no responsibility for any personal injury, personal property, rental items or vendor equipment.