# FACILITY PERMIT APPLICATION

**Norman P. Murray Community & Senior Center**
**24932 Veterans Way, Mission Viejo CA 92692**

Facility Reservations: **(949) 470-3035** Center**: (949) 470-3062** Fax: **(949) 855-6932**

Hours: **Monday - Saturday 8am - 11pm | Sunday 12pm-8pm (TWO HOUR MINIMUM)**

- **Rental Rates/Room Capacities:** See information on the reverse side.
- **Reservation/Facility Deposit**: Room reserved with payment of facility deposit plus 50% of rental fee. Final payment is due 2 weeks prior to event. Allow 2-4 weeks after the event for appropriate refund to be mailed to applicant.
- **Alcohol:** Alcohol permit and liquor liability fees required; applicant must provide Alcohol license to **sell alcohol**.
- **Insurance/Security Services:** Will be required at renter's expense for parties/large groups/**alcohol use.**
- **Cancellation:** Written notice required. (See Facility Regulations/Table II for refund schedule.)

**Today's Date:** _____ **Rental Date Requested: Day:** _____ **Date:** _____/_____/_____

**Time Requested: Set-up time:**_____ am/pm **Event Start Time**: _____am/pm **End Time/Clean-up**: _____am/pm

**Private Party/Applicant:** _____

**Home Address:** _____**City**: _____ **Zip:** _____

**Home Phone**: ( ) _____ **Business Phone** :( ) _____ **Cell Phone**: ( ) _____

**Email**: _____ Fax ( ) _____

Name of Party Planner/Wedding Coordinator: _____Phone: ( ) _____

Check either: ***Non-Profit Organization** ☐ **Business/Commercial Enterprise** ☐

Organization Name: _____Contact:_____

Organization address _____City:_____Zip:_____

Business Phone ( ) _____ Fax: ( ) _____**Email**: _____

*(Must submit State Certification of Non-Profit Status; Articles of Incorporation, By-Laws & Federal Tax ID.)

**Describe purpose** for indoor/outdoor rental (be specific) _____

_____

Is this a Fundraising event? _____ Open to the public? _____ Will there be a charge? _____ How much? _____

**Total # of attendees**: _____ # of children (under 21 years of age): _____# of adult chaperones (youth parties) ____

**Indoor Rooms/Spaces** Requested: _____

**Outdoor Spaces/Terraces** Requested: _____

**Facility equipment/quantities requested- ( ) 60" Round Tables ( ) 6-foot Tables ( ) Chairs**
Audio/Visual: ( ) Microphones: ( ) Podium: ( ) DVD/VCR/TV Monitor ( ) Other: _____

Will there be **Dancing**? ____Type of music/entertainment: (DJ, Band, CD's, etc) _____

Specify all equipment/decorations applicant **plans to bring into facility** (e.g.) sound system, stage lighting, trellises, etc.

_____

Will event be catered? _____ Caterer's Name/Phone:_____

Will **Alcohol be served** at anytime? ___ Yes ____ No
Will **Alcohol be sold** at any time? ___ Yes ____ No (Note: If event is **open to the public** and alcohol will be **served or sold,** a photocopy of the Alcohol license issued to a non-profit organization or a licensed caterer must be submitted to the City at least 5 days prior to rental.)

# Norman P. Murray Community and Senior Center

***Hourly Room Rental Rates/Seating Capacities***

*Two-hour minimum. Upon approval of application, a deposit is required to hold the date.

| Room | Sq. Feet | Group 1 **City or Co-Sponsored** | Group 2 **Mission Viejo / Non-Profit Org.** | Group 3 **Resident / Private Party** | Group 4 **Non-Mission Viejo / Non-Profit Org.** | Group 5 **Non-Resident / Private Party** | Group 6 **Business / Commercial** | Facility Deposit | Banquet Seats | Theatre Seats |
|---|---|---|---|---|---|---|---|---|---|---|
| **Sycamore A (w/Stage- 675')** | 2800 | $0 | $70 | $88 | $100 | $165 | $245 | $150 | 160* | 250 |
| **Sycamore B** | 2200 | $0 | $45 | $57 | $65 | $110 | $165 | $150 | 160* | 250 |
| **Sycamore A&B** | 5000 | $0 | $115 | $145 | $165 | $220 | $325 | $300 | 320* | 500 |
| **Catering Kitchen** | 600 | $0 | $25 | $32 | $36 | $55 | $85 | $50 | N/A | N/A |
| **Jacaranda A** | 750 | $0 | $40 | $50 | $57 | $90 | $135 | $50 | 48* | 70 |
| **Jacaranda B** | 750 | $0 | $40 | $50 | $57 | $90 | $135 | $50 | 48* | 70 |
| **Jacaranda A&B** | 1500 | $0 | $80 | $101 | $115 | $180 | $270 | $100 | 96* | 140 |
| **Lavender** | 350 | $0 | $25 | $32 | $36 | $55 | $85 | $25 | 28** | 30 |
| **Juniper A** *** | 500 | $0 | $15 | $19 | $22 | $40 | $55 | $25 | 36 | 35 |
| **Juniper B** | 500 | $0 | $15 | $19 | $22 | $40 | $55 | $25 | 36 | 35 |
| **Juniper A&B** | 1000 | $0 | $30 | $38 | $43 | $75 | $110 | $50 | 72** | 70 |
| **Lantana** | 350 | $0 | $15 | $19 | $22 | $40 | $55 | $25 | 25** | 25 |
| **Palo Verde with Kitchen** | 2000 | $0 | $40 | $50 | $57 | $90 | $135 | $100 | 144* | 150 |
| **Hibiscus A** | 350 | $0 | $15 | $19 | $22 | $40 | $55 | $25 | 26** | 26 |
| **Hibiscus B** | 350 | $0 | $15 | $19 | $22 | $40 | $55 | $25 | 26 | 26 |
| **Hibiscus A&B** | 700 | $0 | $30 | $38 | $43 | $80 | $110 | $50 | 50 | 50 |
| **Orchard Terrace** | 2500 | $0 | $25 | $32 | $36 | $45 | $70 | $50 | 95 | N/A |
| **Creekside Terrace** | 2000 | $0 | $20 | $25 | $29 | $40 | $55 | $50 | 75 | N/A |
| **Creekside Overlook** | 200 | $0 | $10 | $13 | $14 | $20 | $35 | $25 | N/A | 27 |

Room capacities are estimates only: *60" round tables-8 chairs per table **6' rectangle tables – 6 chairs per table

*** Equipped with an assistive listening Loop System.