



## THE COMMUNITY CENTER AT THE MARKET PLACE



**A FOUR-HOUR MINIMUM IS REQUIRED FOR ALL RENTALS.**

FACILITY	INTER-GOVERNMENTAL	RESIDENT NON-PROFIT	RESIDENT PRIVATE	NON-RESIDENT NON-PROFIT	NON-RESIDENT PRIVATE	COMMERCIAL
<b>Theatre A – Spruce (Occupancy = 290)</b>	\$436.00	\$436.00	\$488.00	\$488.00	\$520.00	\$696.00
<b>Theatre B – Palm (Occupancy = 190)</b>	\$412.00	\$412.00	\$472.00	\$472.00	\$504.00	\$664.00
<b>Meeting Room A – Oak (Occupancy = 48 Banquet Style) (Occupancy = 80 Theatre Style)</b>	\$404.00	\$404.00	\$456.00	\$456.00	\$488.00	\$652.00
<b>Meeting Room B – Sycamore (Occupancy = 72 Banquet Style) (Occupancy = 94 Theatre Style)</b>	\$404.00	\$404.00	\$456.00	\$456.00	\$488.00	\$652.00
<b>Meeting Room A&amp;B – Oak &amp; Sycamore (Occupancy = 144 Banquet Style) (Occupancy = 174 Theatre Style)</b>	\$816.00	\$816.00	\$908.00	\$908.00	\$976.00	\$1,304.00
<b>Security (Required)</b>	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
<b>Audio Visual (optional) *Additional fees may be required</b>	\$456.00	\$456.00	\$456.00	\$456.00	\$456.00	\$456.00
<b>Staff (Required)</b>	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00
<b>Set Up/Tear Down Flat Rate</b>	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
<b>Administrative Fee</b>	15% of Total	15% of Total	15% of Total	15% of Total	15% of Total	15% of Total
<b>Deposit – No Alcohol Deposit</b>	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
<b>– With Alcohol</b>	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
<b>Alcohol Permit</b>	N/A	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00
<b>Liability Insurance (Required)</b>	The appropriate coverage can be purchased at <a href="https://bmispecialevents.com">https://bmispecialevents.com</a>   (800) 247-1734   email: <a href="mailto:specialevents@bene-marc.com">specialevents@bene-marc.com</a> The risk level of the event will determine the premium. Applicant must provide a Certificate of Liability Insurance and endorsements naming The Irvine Company and The City of Tustin as additional insured for one (1) million dollars. Please contact staff at 714-573-3326 for specific language for endorsements if you are not purchasing coverage through Bene-Marc.					