

TUSTIN PARKS AND RECREATION DEPARTMENT

CCMCC & TASC AUDITORIUM RENTALS

FREQUENTLY ASKED QUESTIONS

Where are the facilities and how many people will each hold?

Each facility will accommodate a maximum of 200 people.

- Clifton C. Miller Community Center (CCMCC) - 300 Centennial Way, Tustin 92780
- Tustin Area Senior Center (TASC) - 200 South "C" Street, Tustin 92780

When can I tour the facility?

Appointments can be made Monday through Friday by calling the Tustin Parks and Recreation Department.

Are tables and chairs included? How many tables and chairs do you have?

Yes, tables and chairs are included in the facility rental. The room will be setup upon your arrival based on the floor plan that you provide.

CCMCC can hold up to 24 round tables (60" diameter) and 200 chairs plus 8 rectangular tables (8').

TASC can hold up to 24 round tables (60" diameter) and 200 chairs plus 8 rectangular tables (6').

The round tables seat 8 people.

Can I have a band/DJ and do you have A / V equipment?

Yes, you may have a band or DJ. Insurance may be required. A / V equipment is available at an additional expense.

Client must bring their own HDMI cable, extension cord, and laptop.

Can I serve or sell alcohol at my event?

Alcohol is permitted at adult events only. No alcohol is permitted at youth events including birthday parties and student activities. No alcohol can be consumed during set up or clean up time.

To sell alcohol, you must provide an ABC License that can be obtained by following the instructions listed online at <https://www.abc.ca.gov/licensing/apply-for-a-new-license/>

How many hours can my event be?

The rental total may not exceed nine (9) hours. The rental time must be continuous.

Set up and clean up cannot exceed three (3) hours. The event itself cannot exceed six (6) hours.

Adult events must end no later than 12:00am and the facility must be vacated no later than 1:00am.

Youth events must end no later than 10:00pm and the facility must be vacated no later than 11:00pm.

Do I have to pay for setup and cleanup?

A renter pays for any time the hall is being used from decorating through clean up. One hour is usually sufficient for cleanup. All time must be continuous.

What does cleanup entail?

To ensure your deposit is returned in full, we expect that you take out the trash and leave the auditorium and kitchen in the same condition it was found, including wiping the floor of any spills. Our staff will set up and take down tables and chairs for you.

Do I need insurance for my event?

Yes, insurance is required for all indoor facility rentals. The City's insurance requirements will be provided to you upon the booking of your rental. For a fee of \$100.00, Parks and Recreation Staff can obtain insurance on your behalf.

Is security necessary?

Security is mandatory to protect City property against damage and to protect attendees providing crowd control. Please refer to our list of pre-approved security companies.

How many security officers are required?

One security officer is mandatory, however, it is at the discretion of the Parks & Recreation Staff if additional officers are necessary. Officers must arrive half an hour before the event start time and leave half an hour after the event end time.

The Parks and Recreation Staff may determine that the Tustin Police Department is required instead of private security. If this is the case, please refer to the Event Security document.

What is the minimum amount required to book a date and when is the full balance due?

The deposit is required to secure the date, payable by cash, check or card (Visa, Mastercard, or Discover) and is required to reserve a date. The remaining balance is due 30 days prior to the event, along with the floor plan, security, and liability insurance.