

FULTON-EL CAMINO RECREATION & PARK DISTRICT  
2201 Cottage Way • Sacramento, CA 95825 • 916-927-3802

Howe Park is centrally located – near Cal Expo and Arden Fair – and includes facilities for almost any type of party or special event. Our attractive surroundings will help you create an **Affair to Remember!**

## **Richard T. Conzelmann Community Center**

The auditorium is a 50'x57' room decorated in soft grey and sage green. The side walls consist entirely of floor-to-ceiling windows overlooking patio areas to the park on one side and Howe Pond on the other. There is a stage appropriate for theatrical productions. Banquet tables can accommodate functions for up to 196 guests cafeteria style, 150 reception style, and 120 at rounds. A spacious kitchen area and separate room for dressing/quiet space complete the building.

Reservations may be made beginning the first business day of the month one year in advance of the event (e.g. the first business day of July for July of the following year). The hours available for rental are 6 pm to 1 am on Friday evenings, 9 am to 1 am on Saturdays, and 9 am to 6 pm on Sundays.

The building is not available the Saturday of the weekend before Easter Sunday, Fourth of July, the weekend before Halloween, or Christmas, Thanksgiving or New Year weekends. The Gazebo is also unavailable Memorial Day and Labor Day weekends.

Howe Park facilities allow you to self-cater or hire the caterer of your choice. Our staff can offer suggestions to help you plan an extraordinary event while maintaining a reasonable budget. Please call 927-3802 ext 121 for further information. A cost list is attached.

## **The Gazebo at Howe Pond**

The Gazebo area will seat 100 people for an outdoor wedding (includes use of grassy area) or about 32 people comfortably for a picnic. Howe Pond, a lush area featuring three fountains, serves as a backdrop for the Gazebo. It is one of the loveliest sites in the Sacramento area for an outdoor wedding. Combined with proximity to Conzelmann Community Center, it is the perfect location for your once-in-a-lifetime event.

## **Howe Park Picnic Area**

The two picnic areas combined can accommodate groups of up to 300 and include built-in tables, benches and barbecues. Nearby Howe Pond is available for fishing (license required for adults 16 over) when no wedding is planned. Adjacent volleyball courts and a large grassy area make it an inviting place for your birthday party, family reunion, or company picnic.



# Current Weekend Rental Fees for the Community Center

## Deposit

\$200 All functions

Deposits are refundable following the function if all rules are followed, you are out on time and the building is returned to the condition in which you found it.

## Basic Rental Charges for Friday or Sunday Functions

\$400 for the first four hours and \$60 for each additional hour for all private parties, club functions, business parties, etc. where no money will change hands, on or off-site by fees, donation or other means. District Residents may subtract \$25.

## Basic Rental Charges for all Saturday Functions

\$525 for the first four hours and \$75 for each additional hour for all private functions. District Residents may subtract \$25.

## Additional Costs

Insurance requirement for any function where alcohol is to be present -- \$1,000,000 liability coverage specifying the **District as additional insured and that coverage includes liquor liability**. Prices for a one-day, special event policy for a private function for 2007 begin at \$160. The District can obtain a quote for your particular circumstances.

Fulton-El Camino Rangers must provide security at any event where it is to be expected that many of the guests will be High School or College age (e.g. 21<sup>st</sup>, 18<sup>th</sup>, 16<sup>th</sup> or 15<sup>th</sup> birthday parties; sorority or fraternity functions, graduation parties). Security adds \$60 per hour to rental cost. **Alcohol may not be served at these functions.**

**Security and liability insurance are required for any event where alcohol is present or at any function where on-site cash sales (tickets, beverages, etc.) will occur.**

*Insurance and security costs are subject to change and are not set by the District.*

For further information, weekday rental costs, or clarification please call Richard Leimbach at 927-3802 ex. 121.

# Current Prices for Rental of the Gazebo at Howe Pond

Each price quoted is for a three-hour rental

A deposit one-half the total cost is required. The deposit will be applied to rental costs. **All fees for picnic areas are payable at the time of reservation.**

Wedding, etc. including set-up of 100 chairs and a monitor hired by the Park District	\$400
Wedding, etc. held in conjunction with Community Center rental	\$200

## Weekday Facility Use

Prices quoted are for Monday through Friday 8:00 a.m. to 4:00 p.m. (Evening rates begin daily at 5:00 p.m.) Daytime meetings should conclude by 4:00 p.m. Monday through Thursday. Functions that conclude after 4:00 p.m. Friday will be charged the base weekend rate for the evening hours. Weekend fees, which include use of two rooms, are available on request.

**Classroom** – Will seat 8-12 conference style. Room includes sink and counter area.

Daytime rental	\$25/first three hours \$5/each additional hour
Daytime rental in conjunction with Auditorium or Boardroom	\$20 per day
Kitchen Use	\$10 per day

**Boardroom** – Will seat up to 20 classroom style, 30 around tables, or 40 theater style.

Daytime rental	\$50/first three hours \$10/each additional hour
Kitchen use (if available)	\$10 per day

**Auditorium** – Will seat up to 100 classroom style, 196 theater or banquet style

	\$75/first three hours \$15/each additional hour \$10/kichen use
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Please try to specify all equipment that you will need at the time arrangements are finalized. We may be unable to provide additional equipment at the last minute. Available equipment is listed in the Use Permit. A coffee pot is also available at no cost if requested in advance. Please contact the Front Desk if copies are required. There is a charge of 5¢ per copy. Double-sided copies are 10¢.

A deposit of at least 50% of the total rental fee is required at the time of reservation. The balance must be paid at least two weeks prior to the event date. If alcohol will be served, a \$200 refundable cleaning/security deposit and \$1,000,000 liability insurance policy are required. You may purchase our liability insurance for a fee of \$160 instead of providing your own. Please ask for details.

Renters are responsible for returning the building to the condition in which they found it before the scheduled ending time. This includes:

- All trash placed into provided containers
- Kitchen counters and stovetop wiped clean if used
- Tabletops wiped clean if food or beverages were served
- All personal property removed from the premises

Your scheduled time should include the time you expect to use for setup/decorating and for cleanup. Tables and chairs will be arranged according to your floor plan before your arrival. Renters and guests are expected to vacate the room at the scheduled time. They are reminded that classes and other community activities might be scheduled after their rental time. The Center closes for the day at 5:00 p.m. unless special arrangements have been made.

**Fulton-El Camino Recreation & Park District**  
**Rules Governing Use of the Community Center & the Gazebo at Howe Pond**

1. Open-to-the-public events require special approval. References will be requested.
2. The Community Center is available on Saturdays & Sundays from 9am and on Fridays after 6pm. All parties must be concluded and clean-up tasks completed by 1am Fridays and Saturdays and 6pm on Sundays or the entire deposit will be forfeited. The Gazebo is available from 6pm until dusk Friday, 11am to dusk Saturday, and 11am to 6pm Sunday.
3. The facility will be considered “clean” when it is returned to the same condition in which you found it, including: all trash and decorations is placed in containers provided; all property not belonging to the District removed from the premises; bathrooms are in reasonable condition; kitchen counters, stove top and refrigerator interior are wiped clean; major spills have been removed from floors; tabletops are wiped clean.
4. Renters using the Gazebo are expected to clear any flowers, balloons or other decorating materials from the area immediately following the function.
5. All clothing, decorating items, kitchenware, etc. must be removed from the premises. **Fulton-El Camino Recreation and Park District is not responsible for any items left at the facility**
6. No furniture, decorating items, etc. may be delivered before the contracted hours of rental.
7. Decorating items **may not** be attached by push pins or taped to the walls, windows, or ceiling. Only candles conforming to the handout you received when you rented the building may be used. Helium-filled balloons will need strings at least 12 feet long. Balloons with short strings left at the ceiling at the end of the function will result in a reduction in the deposit refund.
8. **No rice, birdseed, glitter or confetti allowed inside or outside of the building or on walkways near the Gazebo.**
9. Furniture belonging to the District must remain inside the building
10. Rental time is charged for decorating, catering and cleaning time as well as the time of your function. **If you or a member of your party is inside the building you will be charged rent.**
11. No smoking is permitted anywhere indoors.
12. **No minors may be served alcoholic beverages of any kind. If this should occur your event will be closed down immediately.**
13. No function may exceed the scheduled ending time by more than one hour. The entire deposit will be forfeited if event and cleanup run more than one hour overtime.
14. Final arrangements – including hours and final payment – will be made at least two weeks before the reserved date. **Arrangements will be made by appointment only.** Please call 916-927-3802 ext 121.
15. Unless required Rangers and insurance fees have been paid, no alcohol may be consumed during the function. District staff reserves the right to enter the room or observe the function at all times.
16. Attendance at functions at the Conzelmann Community Center may not exceed 200 persons.
17. **FEC Rangers** must be present at all times for functions where there will be **alcohol** or any sort of cash sales. FEC Rangers are also required for functions where a large number of guests can be expected to be high school or college age, such as graduation parties, fraternity or sorority parties, 15<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup> or 21<sup>st</sup> birthday parties, etc. and **no alcohol** may be consumed at such events.
18. When the facility is used by juveniles (under18) there must be at least one adult supervisor present for each 15 juveniles in the group.
19. The Board Room (next to the kitchen) may not be used as a playroom or child care room. Furnishings in this room were not designed to withstand children’s activities. It may be used as a dressing room.
20. The Park Ranger office is adjacent to the auditorium and Park Rangers are in and out frequently. **If at any time a situation arises that is beyond the control of the staff member present during your function he/she is instructed to call the necessary authorities, sign a formal complaint on behalf of the District and, if necessary, close the building. In such case all deposits and fees will be forfeited to the Park District.**
21. Failure to follow any rule might result in a reduction of the security deposit refund and could result in complete forfeit of the deposit.

Please call the Fulton-El Camino District Office at 916-927-3802 during business hours with any questions.

Fulton-El Camino Recreation and Park District

## PICNIC FACILITIES

2201 Cottage Way • Sacramento 95825

Phone: 916-927-3802 • FAX: 916-927-3805

Picnic facilities may be reserved for family picnics or group activities. These facilities will be reserved in person on a first-come-first-served basis at the fees listed below. All regular park rules concerning opening and closing, parking and vehicle access will be enforced. Park Rangers will periodically check on the reserved facility.

### PICNIC RESERVATION FEES

#### **Weekend Rates**

<u>Area</u>	<u>Maximum</u>	<u>First Four Hours</u>	<u>Each Additional Hour</u>
Howe Avenue #1 (seats 72)	100	\$50	\$10
Howe Avenue #2 (seats 56)	100	\$50	\$10
Howe Both (seats 128)	300	\$70	\$15
Cottage Park (seats about 30)	50-70	\$50	\$10
Seely Park (seats about 16)	25	\$50	\$10
Bohemian Park (seats about 30)	50	\$50	\$10

#### **Weekday Rates**

Howe Avenue #1 or #2	100	\$40	\$10
Howe Avenue Both	300	\$60	\$10
Seely Park #1 or #2	25	\$50	\$10
Cottage Park	50-70	\$40	\$10
Bohemian Park (seats about 30)	50	\$40	\$10

Alcohol permit daily fee: Howe half area or Cottage -- \$25 Full area - \$35

Bounce House Permit -- \$35 (waived for picnic area rentals)

Bounce Houses limited to insured providers. A list is available at the District office.

**Alcohol or Bounce Houses are not permitted in Seely Park**

Rental fees guarantee use of the picnic areas only. Each area includes built-in barbecues. Electrical connections are not available. Restrooms are adjacent to the Howe Picnic area and at the Community Center at Cottage Park. Volleyball courts (at Howe Park) may be reserved for an additional fee. Softball diamonds (Howe Park) are available if not in use.

#### **Notes:**

All vehicles must park in designated areas. Only vehicles that have been issued In-Park Vehicle Permits may drive on park pathways.

You are requested to vacate the facility at the time indicated on your permit.

No amplified music is allowed in the park. This is a residential area.

The area should be cleaned at the end of your activity.

Alcoholic beverages must stay in the designated picnic area.

Please refer to Picnic Area rules for further information.

# Facility Deposit Refund Policy

At the time you reserve Conzelmann Community Center you will make a \$200 cleaning/security deposit. Checks are not held until the event but are deposited in the bank immediately. This deposit ensures the District that you will leave the building in good condition and that the District will be compensated for any minor damage that may occur. It also helps compensate the District for loss of rental income when a function is cancelled so late that a rebooking is unlikely.

Deposits are fully refunded if the planned event occurs on the scheduled date and the conditions noted below are met. Partial refunds are made when bookings are cancelled at least three months before the scheduled date. **It takes 2-4 weeks for the paperwork to be processed and the refund to be mailed to you.**

We will hold your date for a maximum of one business day without a deposit, for example if you ask us to hold it on Monday we will do so until the close of business on Tuesday. There will be no extensions.

## **In Case of Cancellation or Change of Date.**

**Cancellation or change at least six months  
before reservation date**

**Forfeit \$50 (\$150 refund)**

**Cancellation 3-6 months before scheduled date**

**Forfeit \$100 (\$100 refund)**

**Cancellation less than 3 months before date**

**Forfeit entire deposit**

## **Post-Function Refund**

Your deposit will be refunded in full if the following conditions are met:

- All rules are followed
- Your function concludes at the planned time
- No damage occurs to the building or to District property
- You leave the building as you found it.

## **Over-Time or Under-Time Rentals**

You are required to pay rental for a minimum four-hour period. Most renters pay for additional hours before the event. We suggest paying for a little more time than you think you will need.

If a function lasts more than the scheduled time, but less than one hour more, the overtime rent will be taken out of your deposit refund in one hour increments. **Should your function last more than one hour past your scheduled "out" time the full deposit will be forfeited.**

If you are out earlier than scheduled, the extra time, in hour increments, will be included in your refund.

