

Rental Rate Sheet

ROOM/FACILITY	STANDARD RATE		NONPROFIT RATE
	RESIDENT	NONRESIDENT	
Classrooms Maximum Capacity: Rooms 1, 4, 5, 7 49 people	\$32.00 hourly	\$42.00 hourly	\$27.00 hourly
Conference Room 15 people \$15 Standard \$12 Certified Non-Profit \$10 Off Peak	Special Off-Peak Rate (exclusions apply²)		
Kitchen 2 hour minimum 10 people* \$13.00 hourly	\$13.00 hourly		
Multipurpose Room (Room 3)¹ 2 hour minimum Max Capacity: 127 seated	\$63.00 hourly \$316.00 daily	\$82.00 hourly \$411.00 daily	\$54.00 hourly \$269.00 daily
Multi and Kitchen¹ 2 hour minimum Max Capacity: 127 seated	\$80.00 per hourly \$400.00 daily	\$104.00 hourly \$520.00 daily	\$68.00 hourly \$340.00 daily

¹Refundable cleaning deposit of \$100 is required for events

²Off-Peak Classroom Rates available Monday – Thursday between the hours of 1:00 pm and 5:00 pm; and on Fridays after 1:00 pm \$13.00



All rental spaces are accessible.

Parking permits are required for activities held at the London Nelson Community Center that are longer than two hours. Look for street parking with signs designated "LNCC Permit Valid" or use the off-street Public Parking Lot #26 (adjacent to SCPD at 155 Center Street) in the free 3-Hour Parking section only. These permits are available at no cost at the front desk for community center patrons.

Alcohol Permits: Alcohol is allowed at the London Nelson Community Center; however all events serving alcohol must first obtain a permit in advance and pay a refundable \$200 deposit. Permits are approved by the Center's supervisor. In cases where alcohol is sold, an additional permit from the Alcohol Beverage Control (ABC) Agency will be required as well notification/approval from the Police Department (SCPD). Alcohol is not allowed in Laurel Park.

AUDITORIUM	STANDARD RATE		NONPROFIT RATE
	RESIDENT	NONRESIDENT	
Class and/or Rehearsal	\$55.00 hourly \$275.00 daily	\$72.00 hourly \$358.00 daily	\$47.00 hourly \$234.00 daily
Presentation and/or Performance ³	\$100.00 hourly \$500.00 daily	\$130.00 hourly \$650.00 daily	\$85.00 hourly \$425.00 daily
³ Refundable deposit of \$100 is required 2 hour minimum Maximum capacity: 200 in folding chairs only, 325 standing, risers only 174, risers and 4 rows of 13 folding chairs 226			

Auditorium Equipment			
Sound System Lecture Sound \$25.00 daily use Full Sound ⁴ \$50.00 daily use \$100.00 weekly use		Lighting System Lecture Lighting \$25.00 daily use Full Lighting ⁵ \$50.00 daily use \$100.00 weekly use	
⁴\$150 refundable security deposit		⁵\$50 refundable security deposit	
Riser Seating System: \$30 weekly. Monday-Thursday use subject to approval by Auditorium Coordinator. Additional fees may apply.			
Stage Extensions (thrusts): \$10 each per run of show.			

EQUIPMENT AVAILABLE FOR RENT

Monitor/Apple TV	\$10.00 daily		
		Marquee: 3 lines	\$10.00 weekly
Amp/Microphone	\$10.00 daily		
LCD Projector	\$10.00 daily	55 Hot Water Pot	\$5.00 daily

EQUIPMENT AVAILABLE: NO CHARGE

Tables (5' and 6'), Chairs, Podium, White board markers, Easels (white board, flip chart, paper not included), Curtains for mirrors, Mats (6' and 12' tumbling), Piano.

BOOKING GUIDELINES

1. Rental fees are due at time of booking. Cash, Gift Cards, Checks, Money Orders, VISA or MasterCard are accepted with appropriate ID. Checks should be made payable to the City of Santa Cruz.
2. Rental Interest Forms are available on our website at nelsoncenter.com.
3. Fees and deposits are refundable with a minimum of one weeks' notice of cancellation for classrooms or 1 months' notice for Auditorium rentals.
4. Deposits are required for Auditorium bookings; Auditorium equipment rentals; Multi-Purpose Room and Kitchen events. These are cleaning/security deposits and will be refunded after the event if there are no problems.

ROOM USE GUIDELINES

- Scheduled use of rooms must include set-up and clean-up time.
- Community Center patrons must set up and remove any chairs, tables and equipment used in rooms. Check with staff if you need special assistance.
- Please...
 - No smoking (by city ordinance).
 - No bicycles, skateboards or roller skates in the building.
 - Use environmentally acceptable food packaging (by city ordinance).
 - Recycling bins are located by the front door.
 - No open flames, candles or incense. Close windows, turn off heat and lights and let staff know when leaving the room.
- Building hours: Monday-Wednesday 9:00 am – 8:00 pm, Thursday 9:30 am – 9:00 pm, Friday 9:30 am – 8:00 pm, Saturday 9:30 am – 7:00 pm. We are closed on Sundays. With that in mind, please design activities to be finished, rooms returned to order and walking out of the room at the scheduled time.