



LITTLETON COMMUNITY CENTER GENERAL INFORMATION SHEET

1. General Information

- a. This facility can be rented out by non-profit organizations and private parties.
- b. NO OPEN PARTIES – restricted to written invitation events and all events that are charging participants.
- c. Capacity seating limit – 350 (Please note in contract exact chair count needed – 350 max.)
- d. Capacity assembly limit – 800
- e. Equipment – Kitchen (no cooking utensils, pots and pans, etc.), tables and chairs.

2. Booking the Littleton Community Center

- a. A completed “Facility Use Agreement” must be submitted.
- b. A \$500.00 deposit is required to reserve the date requested. (Refundable after event)
- c. Rental Fees, Security and Insurance are due no later than 45 days before event.

3. Rental Fees:

	Daily	Hourly
a. Resident Non-Profit Organization	\$650.00	\$150.00
b. Resident Private Party	\$1,300.00	\$200.00
c. Non-Resident/Non-Profit Organization	\$950.00	\$200.00
d. Non-Resident/Private Party	\$1,500.00	\$250.00

(Daily rentals can begin as early as 7:00 a.m., event must conclude by 11:00 p.m., & clean-up by 1:00 a.m.)

4. Insurance

Insurance will be calculated depending on the event. Estimated at about \$120 to \$190 plus Administrative Fee of \$35.

5. Security fees/needs:

- a. Private Adult Events (no alcoholic beverages available): 1 guard for every 150 attendees.
- b. Private Adult Events (alcoholic beverages available): 1 guard for every 100 attendees.
- c. Local Non-Profit/School District Events (no alcoholic beverages available): Not required (unless City Manager requires)
- d. Local Non-Profit/School District Events (alcoholic beverages available): 1 guard for 150 attendees.
- e. Private Youth Events (no alcoholic beverages allowed for youth events): 1 guard for every 75 attendees.

6. Security Rates:

- a. Off-Duty Police officer - \$83.00 per hour/per officer
- b. Security guards - \$40.00 per hour/per guard
 - i. Security: The person or organization renting the City facility has the option to request Galt off-duty police officers or licensed private security guards from the City of Galt’s choice. Off-duty police officers will be charged \$83.00 per hour/per officer. Security guards will be charged \$40.00 per hour/per guard. Off-duty police officers or licensed private security guards will be scheduled by the Parks and Recreation Department
 - ii. Security Guards must be in place prior to the arrival of the guests and are present until the facility is returned to Parks & Recreation Staff.