

*Your Event will be
one to remember!*

The City of Clovis Senior Activity Center has three spacious rooms available for weddings, parties, seminars and meetings. The multi-purpose room has a capacity of 200 persons for dining and 300 for assembly. The Classroom and Exercise Room each have a capacity of 50 persons which is ideal for small group situations, meetings and seminars.



Rental requests can be made up to six (6) months in advance. Rooms are available for rental Monday through Friday 5:00 p.m. to 12:00 midnight upon space availability. Saturday and Sunday rental hours are 12:00 noon to 12:00 midnight upon space availability. Room rentals include one staff person for assistance and one security officer. Juvenile parties age 21 and under require an additional security guard at \$23.00 per hour regardless if there is alcohol at the event or not.



Rental Policies and Priorities

Priority for rentals is given first to Senior Citizens, then to City of Clovis residents and businesses then to all others. A deposit of \$300.00 is due at time of booking and rooms will not be held until deposit is received. Total payment is due 30 days prior to event. Events cancelled at least 30 days before the event will receive a full refund. Cancellations within 30 days of event will forfeit their deposit and half the rental fee unless a replacement renter can be found in which case full refund will be given.

Alcoholic Beverages

If alcohol will be at the event, an additional City of Clovis Security officer is required at the rate of \$23.00 per hour. Alcohol may not be served to minors and a bartender is required; guests may not serve themselves. If alcohol is to be sold, a one-day permit must be obtained from the Alcoholic Beverage Control Board. The permit must be filed with the Senior Activity Center 30 days prior to the event.

Insurance/Liability

A certificate of insurance naming the City of Clovis, its officers, officials, employees and volunteers as additionally insured during the time of your rental must be provided. **Minimum coverage is \$1,000,000 combined bodily injury and property damage (deductible not to exceed \$500.00).** The certificate must be filed with the Clovis Senior Activity Center 30 days prior to the event.

Please help us keep it clean

In an effort to maintain the building for years of service, the City of Clovis Senior Activity Center requires the following be observed: **No smoking is permitted in the building or on the grounds.** No confetti or glitter may be used anywhere in the building. No rice or birdseeds may be thrown inside or outside the facility. Any open flame such as candles require prior approval from the City of Clovis Fire Marshall.

Please feel free to visit the City of Clovis Senior Activity Center .
(850 4th Street Clovis ,CA 93612)
Monday through Friday between 8:00 a.m. and 5:00 p.m.

General Public Rental Rates

All facilities are rented for a minimum of five (5) hours. Set-up and clean-up time is not considered part of the rental time. All rentals require a refundable deposit of \$300.00 at time of booking. No rooms held until deposit is received.

Multi-Purpose Room

200 person capacity dining
300 person capacity assembly
\$900.00 for five hour period *
\$100.00 per hour thereafter *

Classroom/Exercise Room

50 person capacity
\$375.00 for five hour period *
\$50.00 per hour thereafter *

Kitchen, Tables & Chairs

The use of our full-service kitchen, tables and chairs are available for your event at no additional charge. You are responsible for your own table set-up.

***Note: Non-profit organizations and service clubs receive a substantial discount with proof of non-profit status (501(c)(3) forms required for discount)**

Full payment for rooms must be made 30 days before event. Deposit will be refunded within 30 days after the event if the room is left clean and in good condition.



Clovis Senior Activity Center

850 Fourth Street

Clovis, California 93612

(559) 324-2750

TTY: (559) 324-2753

8:00 a.m. to 5:00 p.m.

Monday through Friday

City of Clovis Senior Activity Center

Available Banquet Hall:

*Weddings
Reunions
Quinceanera
Memorials
Meetings &
More...*



For more information please call:

Telephone: (559) 324-2759

Email: monir@cityofclovis.com