

## **HALL RENTAL FEES**

DAY	RENTAL HOURS	RENTAL FEES	FEES W/ ALCOHOL
Monday - Thursday	3 hrs / addt'l hrs	\$1,280 / \$125	\$1,630 / \$195
Saturday	6 hrs / addt'l hrs	\$2, 130 / \$175	\$2,620 / \$245
Friday/Sunday	6 hrs / addt'l hrs	\$1,930 / \$175	\$2,420 / \$245

\*All events must end by 10:00 P.M.

## **RESERVATION INFORMATION:**

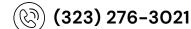
- Deposit of \$500 (refundable) required to guarantee reservation.
- Payment methods accepted: VISA/Mastercard, check, and exact cash.
- Balance must be paid in full 15 days prior to event date.
- Insurance required <u>2sparta.com</u> or call (800) 420-0555.
- All events serving alcohol; must use Sunseri's Bar & Beverage Catering sunseris.com or call (800) 635-9732 as well as have city approved security aside from hall staff.
- Basic clean up is required at end of event
  - large trash picked up, spills, and garbage taken out.

## **RENTAL FEES INCLUDE:**

- Tables and chairs (round tables, rectangle tables, and folding chairs.)
- Kitchen use; only for reheating and serving (no cooking allowed) access to fridge & freezer.
- Access to stage, lobby, outside courtyard, & parking lot.
- Hall capacity 200
- 2 hours prior to event; for decorating, deliveries, food vendor setup, and other event-related preparations. Kindly inform the office in advance of any setup plans.

## **CANCELLATION:**

- Cancellations made two weeks before event date will receive a 50% refund.
- Cancellations made <u>less</u> than two weeks prior to event date will NOT receive a refund.







4580 N. FIGUEROA ST. LOS ANGELES, CA 90065



