

Seal Beach Tennis & Pickleball Center Clubhouse Rental Information

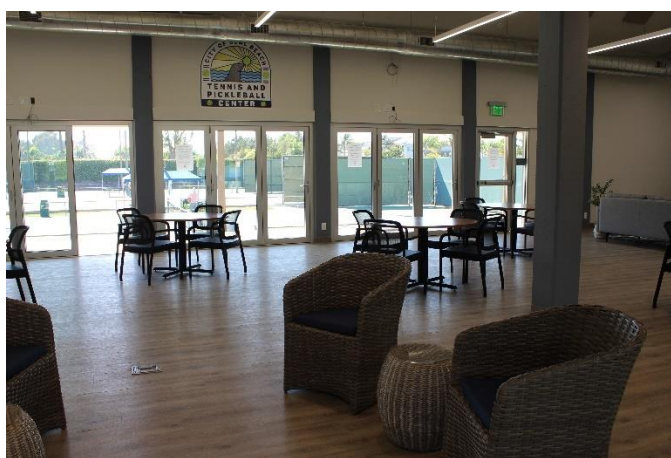
3900 Lampson Ave, Seal Beach CA 90740
Phone: (562) 598-8624 Email: smartinez@sealbeachca.gov
<https://www.sealbeachtennisandpickleball.com>

Regular Business Hours:

Monday- Friday 8:00 am – 9:00 pm, Weekends 8:00 a.m. – 5:00 p.m.

Private Party Package:

Saturdays and Sundays, 5:00 p.m. – 9:00 p.m.



General Information



Seal Beach Tennis & Pickleball Center Clubhouse

3900 Lampson Ave, Seal Beach CA 90740

562-598-8624

sealbeachtennisandpickleball.com

Clubhouse Maximum Capacity: 100 people

Features:

- 5 Round Tables inside Clubhouse*
- 20 Chairs Inside Clubhouse*
- 3 Televisions
- Kitchen
- 11 Tennis Courts (Each available for additional fees. See below)
- 20 Pickleball Courts (Each available for additional fees. See below)

*Limited amount of additional tables and chairs are also available upon request.

Application Packet Checklist

- ☐ Signed Facility Use Application
- ☐ Special Event Application and payment, if applicable
- ☐ \$250/ \$500 Refundable Security Deposit
- ☐ **Due 10 Days before event:** Proof of Liability Insurance that endorses the City of Seal Beach as additionally insured under a general liability coverage for \$1 million per occurrence/\$2 million aggregate
- ☐ Proof of Residency, if Applicable

Fees 2025-26

SBTPC Clubhouse Fee Details	Activity Room	Tennis Courts	Pickleball Courts	Event Lawn
<u>Refundable Deposit:</u> Small Group (0-75) and No Alcohol: \$250 Flat Rate Large Group (76+) or With Alcohol: \$500 Flat Rate <u>Hourly Room Rate:</u> Non-Resident, Non-Member Rate: \$63 Per Hour* Resident or Member Rate: \$40 Per Hour* *Includes setup and breakdown hours <u>Hourly Staff Rate:</u> Required for all rentals: \$32 Per Hour (1 Staff) <u>Contracted Cleaning Rate:</u> Required for all rentals: \$200 Flat Rate <u>Staff Setup* before Arrival:</u> 1 Hour Staff Rate + 1 Hour Room Rate. *Tables and Chairs only, must provide layout before.	<u>Hourly Room Rate:</u> Non-Resident/Non-Member Rate: \$46 Per Hour* Resident or Member Rate: \$29 Per Hour*	<u>Day Use:</u> \$12 per court per hour <u>Night Use (with lights):</u> \$15 per court per hour	<u>Day Use:</u> \$20 per court per hour <i>Pickleball Courts are available starting at 5:00 PM.</i>	<u>Day Use:</u> \$28 per hour <i>Coming Soon.</i>

Private Party Package:



The Seal Beach Tennis & Pickleball Center offers a **Private Party Package** that allows for exclusive use of the clubhouse after regular hours of business, from 5:00 p.m. to 9:00 p.m. on Saturdays and Sundays. The price of the package includes four hours of private use of the clubhouse, a dedicated staff member for your event, and a contracted cleaning of the event. Setup and Breakdown must be included in these hours. This package is ideal for various gatherings, including parties, meetings, or family events. Additionally, you have the option to add tennis and pickleball courts for an extra fee, providing a fun activity for your guests.

- Pricing:
 - Non-Residents/Non-Members: **\$568 + Refundable Deposit (see Fees)**
 - Residents/Members: **\$476 + Refundable Deposit (see Fees)**

Facility Rental Requirements

To make a reservation, a facility rental application must be completed no less than **30 days** prior to the desired date of the event. No reservation is confirmed until the application has been approved and the reservation deposit has been paid in full. Application approval is dependent upon intended use, availability of facility and staff, the applicant's agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Community Services staff. Users of City Facilities shall comply with all applicable State and Federal laws and regulations, as well as all applicable City Ordinances. User conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of Facilities by City personnel, is prohibited. Users who engage in such conduct shall be barred from further participation at City Facilities during that day. Failure to abide by this provision shall result in the immediate revocation of the Facility Permit, without refund of fees paid, and the applicant shall be barred from further participation and attendance at the City Facility during that day. Contracts will only be issued to persons 18 years of age and older, unless the application includes the use of alcoholic beverages in which case, reservations will only be issued to persons 21 years of age or older. At events conducted one- time only, the person signing the application and receiving contract must be present at said event.

Reservations for one-day events may be submitted **6 months in advance**. Usage time on the application must include all facility preparation, including the user's set-up and decoration time by caterer and/ or user, as well as clean-up time following use. Renters will be allowed to occupy the facilities only during the times listed on the application. Any additional use must be arranged with Community Service Staff 10 working days prior to the event. Liability insurance and Community Services personnel and/or security are required for all facility rentals. Individual/ group must pay for required personnel.

Refundable Security Deposit

A Security Deposit is required for all rentals and must be submitted at least 30 days in advance accompanied by Facility Rental Application. Rentals of more than 75 people or having alcohol present require two staff members be present and a security deposit of \$500. Rentals with less than 75 people and without alcohol require a security deposit of \$250. Deposits must be paid with a credit card or credit card information must be left on file. If rental fees are not paid in full 10 working days prior to event date, the event will be cancelled, and the deposit will be withheld. Should a cancellation occur prior to 30 days of event, all fees will be refunded. If an event is cancelled less than 30 days prior to the event, deposit will be withheld and a cancellation fee of up to 50% of the



total fees may be assessed. If the facility is left in order, the deposit will be refunded. If repairs are necessary, costs will be deducted from the security deposit. Any repair costs more than the security deposit will be the responsibility of the applicant. Additional fees will be deducted from the security deposit if the renter is not out of the facility by the end of the agreed rental time.

Youth Events

A youth event is defined as any event held for persons under 18 years of age or where the majority of participant head count is under the age of 18. An adult chaperone, 21 years or older will be required for every 15 minors at youth events: with no less than three adults. Youth event reservations may not conclude after 10pm. Alcoholic beverages are not permitted at youth events.

Service of Alcoholic Beverages

The sale of alcohol is not permitted without the proper licenses. If serving alcohol, pre-authorization fees apply. Hard liquor is not permitted. No alcoholic beverages shall be served to anyone under 21 years of age. Injuries caused to any person because of alcoholic beverages being consumed on City premises, arising off City premises, or because of alcohol being available on City premises, shall be the sole responsibility of the renter, its sponsor and adult representative. Alcohol is not permitted at events where people under the age of 21 make up more than 50% of those in attendance. Groups serving alcoholic beverages must stop serving sixty minutes prior to departure time and all unused alcoholic beverages must be moved to the kitchen. Alcoholic beverages must be consumed inside the rented area of the facility.

Set-Up & Clean-Up

No candles or open flames, fog machines, nails, or staples. Decorations may be attached to walls with masking tape only. All decorations including tape must be removed at the conclusion of the event. No decorations may be attached to overhead fixtures. Staff will assist with the set-up and tear-down of City property (tables, chairs, podium, etc.) but it is the renter's responsibility to return all items to their proper place. Staff are not responsible for assisting in the removal of decorations, personal items, or any trash. Each group will be responsible for providing their own trash bags. All trash must be bagged, tied, removed from the building, and placed in trash bins. All property, equipment, walls, and furnishings must be left clean and undamaged. Any person or group causing damage will be required to pay for the same. All equipment, supplies, food, and decorations brought in by renter must be removed before leaving the building. A final walk-through will take place with City personnel 10 minutes before the end of the agreed rental time. Failure to complete tasks by this time will result in loss of security deposit.

Kitchen

Must be reserved on application and is subject to the following conditions: utilized for catering only, not food preparation, only coffee may be prepared, groups are responsible for removing all food and supplies at the completion of their event, does not come supplied with utensils, and refrigerator space may be limited due to use by City programs.

Additional Rules and Regulations:



- Community Services personnel reserves the right to control the final sound level of any event or program.
- The presence of a live band (or a DJ outside of the clubhouse) will require a Special Event Permit.
- No smoking within 20 feet of any entrance or exit of public buildings stated in Government Code 7596-7598.
- Gambling shall not be permitted in any facility or on City grounds at any time.
- No activities of a partisan, political nature shall be permitted unless authorized by the City Council.
- Any costs related to a false fire alarm are the responsibility of the renter.
- No rice, confetti, or birdseed is permitted.
- No animals other than service animals are permitted in any City facilities.
- DJs and Amplified Speakers are not allowed during regular hours of operations of the Seal Beach Tennis and Pickleball Center.

Any infraction of these rules or any rule stated in this packet may lead to denial of future rental requests of City facilities or result in a deduction to or withholding of security deposit. All decisions are subject to the discretion of the Community Services staff.



