

CITY OF BUENA PARK
Community Services Department
Ehlers Event Center
8150 Knott Ave. Buena Park, 90620
Telephone: (714) 236-3870

Ehlers Event Center – Facility Rates			
Rental Facilities Available: Fri – Sat 8:00am – 12:00am and Sunday 8:00am – 11:00pm			
Heritage Hall Capacity - 275		Ehlers Plaza Capacity - 275	
Private Group	\$158 Per Hour	Private Group	\$150 Per Hour
Private Group with Beer and Wine	\$237 Per Hour	Private Group with Beer and Wine	\$210 Per Hour
Set up/Clean up Fee	\$264 (Flat)	Set up/Clean up Fee	\$264 (Flat)
A/V Equipment (Optional)	\$105 (Flat)	Staff Fee	\$20 Per Hour
Stage (Optional)	\$53 (Flat)	*Music must be off by 10pm	
Kitchen (Optional)	\$53 (Flat)	No Live Bands or amplified music permitted in this venue	
Staff Fee	\$20 Per Hour		
Ruth Walp Hall Capacity - 200		Veterans Hall Capacity - 100	
Private Group	\$135 Per Hour	Private Group	\$69 Per Hour
Private Group with Beer and Wine	\$200 Per Hour	Set up/Clean up Fee	\$197 (Flat)
Set up/Clean up Fee	\$264 (Flat)	Staff Fee	\$20 Per Hour
Kitchen (Optional)	\$53 (Flat)		
Stage (Optional)	\$53 (Flat)		
Staff Fee	\$20 Per Hour		
Conference Room C – Capacity - 32		Rentals Include	
Private Group	\$32 Per Hour	• Round Tables – 60” – 8 People Per Table • Banquet Tables – 30”x72” – 6 People Per Table • Banquet Chairs	
Set up/Clean up Fee	\$11 (Flat)		
Staff Fee	\$20 Per Hour		
Security Deposit	\$100 Required		

Events Serving Beer & Wine (Heritage Hall, Ehlers Plaza & Ruth Walp Hall) Events serving Beer & Wine MUST hire city approved security guards & have proof of liability insurance provided 30 days before the event. Beer & Wine only. Hard Alcohol is <u>NOT</u> Permitted. Beer and Wine is <u>NOT</u> Permitted if the event is focused on a minor.	
Refundable Security Deposit: \$500 refundable security deposit is required for each rental facility; \$1,000 for rentals serving Beer & Wine. The security deposit is required the day the facility is booked. Security deposit is in addition to the fees listed above. Security deposits are refundable provided all City Policies, Regulations and Ordinances are followed. Refund of security deposits may take 6 – 8 weeks following the event	
Additional Information: Rental time must include ALL decorating and user clean-up time. Non-Profit Organizations: 20% discount on hourly room rate (VALID ONLY 60 DAYS OR LESS FROM EVENT DATE) Rent up to 9 months in advance (12 months in advance for weddings) No Bounce Houses, trains, or animals are permitted at any venue.	
Cancellation Policy: 90 days or more: \$100 Fee Less Than 90 Days: Loss of Deposit Less than 30 days: Loss of all Payments Made	
Notice Regarding Audio/Visual Equipment (Heritage Hall) To ensure everything works smoothly, we recommend scheduling a test of the AV equipment at least one week prior to your event. Please be aware that our Audio and Visual equipment may be subject to technical issues, which could impact their functionality on the day of your event.	