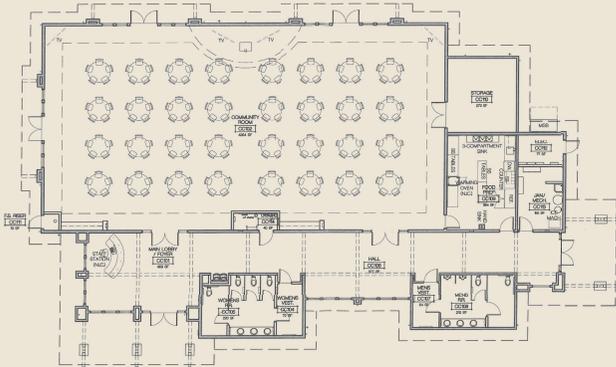


# AVAILABLE FOR RENT

The Shasta Lake Community Center is a beautiful facility nestled in the scenic foothills of northern California. It is the perfect setting for your event. Enjoy our quiet rural setting and peaceful atmosphere. Breathe the crisp, clean air and experience the beautiful weather of Shasta County. It provides over 5,000 sq. ft. of Community meeting space, a Prep kitchen, and an outside plaza area. Each rentable room is described below as well as its generally recommended uses.

	Capacity	Full Day Rate	Partial Day Rate	Cleaning Deposit
<b>Main Hall</b> 4499 Main Street	300 Max 260 Seated	(more than 6 hours) \$600  Local Non-Profit Rate (50% Discount)	(6 hours or less) \$400 Local Non-Profit Rate (50% Discount)	No Alcohol: \$200 Alcohol \$500 (refundable)
<b>PROVIDED</b> 260 stacking chairs 10 - 8' rectangular tables 32 - 5' round tables				
<b>NOT PROVIDED:</b> Table liners, silverware, plates, pots, pans, and other utensils				
<b>Meeting Room</b> 1525 Median St.	30 Max 20 Seated	NA	NA	No Deposit for Meetings

AV system. Renter responsible for bringing own laptop. Microphone can be provided upon request. Additional charge \$50.00 / Local Non-Profits-50% Discount (\$25)



We also have a small meeting room for team training or work functions. Available at the Visitor's Center.



# CITY OF SHASTA LAKE COMMUNITY CENTER

THANK YOU FOR CONSIDERING OUR RECEPTION / BANQUET HALL FOR YOUR NEXT EVENT.



4499 Main Street  
 Shasta Lake, CA  
 (530) 275-7487

cityofshastalake.org  
 communitycenterinfo@shastalake.org



## FACILITIES

The Community Center consists of one large event room. In addition the City has a small meeting room at 1525 Median Avenue, Shasta Lake, CA available for meetings by reservations. Hours of operation of the Community Center are Monday through Friday 8am through 10pm and Saturday and Sunday 9am to 12:00am (with the exception of New Year's Eve events extended to 1am).



## RENTAL PROCEDURES

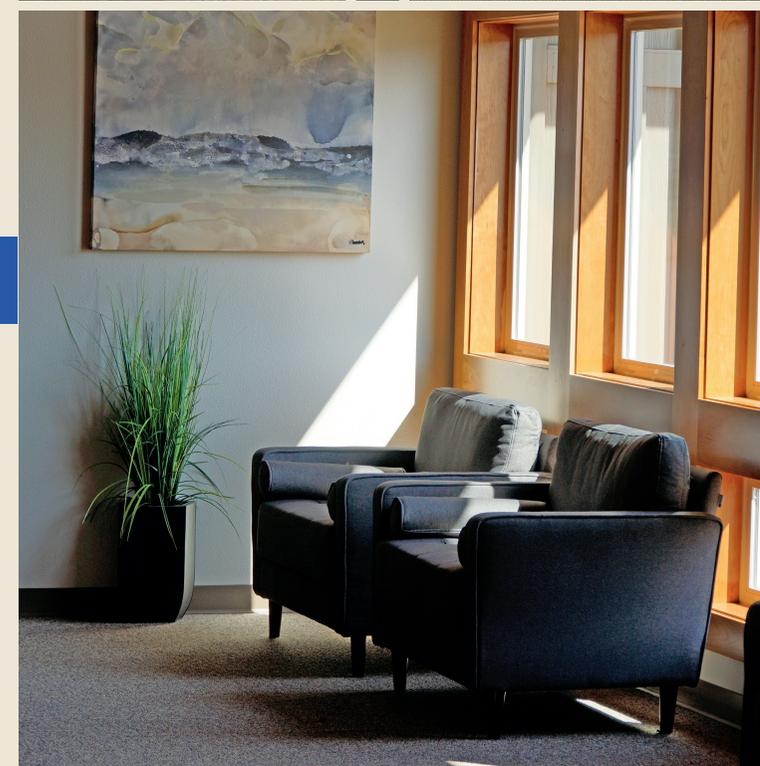
A security deposit is required to reserve the hall, concurrent with Rental Agreement signature. Full payment of rental charge must be paid one month prior to date of the event. The renter is responsible for all catering services, table linens, etc. Our hall is a "Non Smoking" facility. You may hold your date for 24 hours by calling the City of Shasta Lake 275-7487 Monday through Friday, 9am-2pm. After 24 hours, the reservation date will be canceled unless the contract has been signed and appropriate fees have been paid in full. Once reservation dates are established, renters then complete a Facility Use Application which is supplied by the rental agent. Information about the Center as well as the Facility Use Application is also available on the City's website. The rental agent reviews submitted applications for completeness, and confirms the dates when rental fees and deposits are paid. The agent then approves the application by signing and dating it. A copy is given to the renter along with proof of payment.

## EVENT CENTER

Our 5000 sq ft Lassen Room can accommodate up to 290 guests seated banquet style. Some of the types of events include:

- ◆ Convenient location on Main Street, only minutes from downtown
- ◆ Seats up to 260 with round tables. Larger capacity possible with banquet seating .
- ◆ Professional quality sound system and projector for video presentations and images.
- ◆ Prep kitchen area with warming oven, refrigerator, ice machine, and dishwasher.
- ◆ Convenient, off-street parking.

Pageants • Memorial Services • Sporting Events • Galas  
Fund Raisers • School Formals • Auctions • Team Building  
Church Programs • Weddings • Showers • Awards Dinners  
Sweet Sixteens • Birthday Parties • Prom  
Music Recitals • Training Classes



## USERS

Groups or individuals using the Community Center will be required to comply with rules and policies governing the same. Failure to comply could subject the group or individual to the loss of use privileges.