



West Annex– U-shaped set up

### FREQUENTLY ASKED QUESTIONS (FAQs)

**Q: Can I have an outside catering company band or entertainment come for my reservation?**

A: Yes, but they must provide proof of insurance for their business listing the City of Menifee as additionally insured and have a valid business license.

**Q: Do I have to pay the full balance of fees/deposit upon submission of my application?**

A: A full deposit must be made in order to reserve your room(s) and secure your date(s). Full payment must be made (10) ten business days prior to the reservation date.

**Q: If I cancel my reservation, do I get my full payment back?**

A: The city requires a (10) ten business day notification for cancellation requests. All cancellations will incur a \$10 administrative fee. If event is cancelled less than (10) ten business days prior to the event, the deposit will be non-refundable.

**Q: How and when do I get my deposit back?**

A: Deposits are processed after an inspection is completed following the reservation. Typically, deposits are returned within 4-6 weeks after the reservation date by check only.

**Q: What do I need to bring in order to reserve a facility?**

A: A completed Indoor Facility Permit Application, proof of residency (such as ID or utility bill) if applying as a Resident and a 501c status designation copy (if applying as a non-profit).

**Q: Can I have alcohol at my reservation?**

A: Yes. The individual applying for the reservation MUST be over 21. A private security guard must be on site (at applicants expense) as well as a 1 day event insurance and an additional deposit. If over 100 individuals will be attending, an additional staff member may be required (at per hour cost)



Magnolia Room– Custom set up (50 people)



Iris Room– Custom set up (Personal Training)



Kay Ceniceros Senior Center



Community Services Department West Annex

*Contact us  
for reservation inquiries:*

**City of Menifee  
Community Services Department**

29995 Evans Road  
Menifee, CA 92586  
(951) 723-3880

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Community Services  
Webpage



Cityofmenifeeus



Cityofmenifee

# RESERVATION GUIDE

## *Indoor Facilities*

## Palm Room

(142 Standing capacity / 120 seated)



Palm Room (Banquet set up)

This room is perfect for Birthday Parties, Family Reunions, Services, Weddings, Receptions,

### PALM ROOM FEE SCHEDULE

Fee	Resident	Non-Resident	Non-Profit
Deposit (No Alcohol)	\$200	\$200	\$200
Deposit (W/Alcohol)	\$400	\$400	\$400
Rental Fee	\$40/hr	\$70/hr	\$40/hr

### KITCHEN FEE SCHEDULE

Fee	Resident	Non-Resident	Non-Profit
Deposit	\$100	\$100	\$100
Rental Fee	\$100	\$100	\$100

\*Kitchen is only available to rent with the Palm Room. There is no refrigerator access. The purpose of the kitchen is for assembly and warming of food.

### Palm Room Dimensions

Width 43' X Length 45'

With Stage: Width 43' X Length 75'

15 round tables with a maximum of 8 individuals per table or 18 rectangular with a maximum of 6 per table will fit within the Palm Room

## Magnolia Room or West Annex

(West Annex 49 standing/ 40 seated)

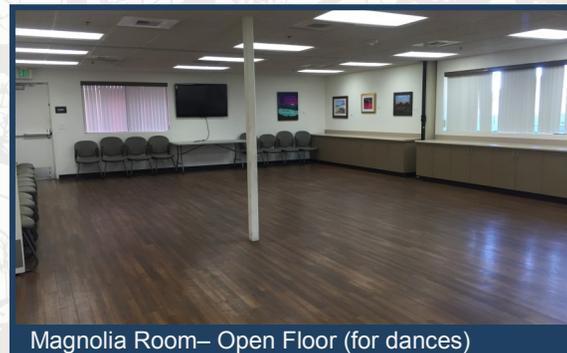
(Magnolia 72 standing/ 56 seated)

Both popular room for kids birthday parties, baby showers, seminars and family get togethers. Amenities of the Magnolia Room include ample counter space, a small kitchenette and separate restrooms.

### MAGNOLIA ROOM/ WEST ANNEX

#### FEE SCHEDULE

Fee	Resident	Non-Resident	Non-Profit
Deposit (No Alcohol)	\$100	\$100	\$100
Deposit (W/Alcohol)	\$300	\$300	\$300
Rental Fee	\$25/hr	\$50/hr	\$25/hr



Magnolia Room– Open Floor (for dances)

### Magnolia Room Dimensions

Width 24' X Length 40'

With Kitchenette: Width 24' X Length 46'

### West Annex Dimensions

Width 30' X Length 24'

10 Rectangular tables with a max of 6 individuals per table or 7 round tables with a maximum of 8 individuals per table will fit within the Magnolia Room.

5 rectangular with a max of 6 individuals or 5 round with a max of 8 individuals will fit within the West Annex.

## Rose or Iris Room

(Rose 14 standing or seated)

(Iris 12 standing or seated)

Perfect size for hosting classes, seminars, club meetings, small clinics and HOA meetings.

### Rose Room Dimensions

Width 15' X Length 19'

### Iris Room Dimensions

Width 10' X Length 23'



Rose Room– Custom Set up (Book Club –14 individuals)

### ROSE ROOM / IRIS ROOM

#### FEE SCHEDULE

Fee	Resident	Non-Resident	Non-Profit
Deposit	\$50	\$50	\$50
Rental Fee	\$20	\$40	\$20

3 Rectangular tables with a max of 4 individuals per table will fit within the Iris Room. 12 chairs will fit in a meeting style set up (rows of chairs facing the front with one table).

6 rectangular with a max of 2 individuals per table (classroom style) or 14 seats facing the front will fit within the Rose Room.