

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: May I have an outside catering company and a band or other entertainment for my event?

A: Yes, bands and other entertainment are allowed with approval of the facilities supervisor. Caterers are allowed but must be a licensed caterer, have a valid Paramount business license and provide proof of insurance for their business, listing the City of Paramount as additionally insured. We will gladly provide a list of potential caterers.

Q: What must I pay upon submission of my application?

A: A retainer of \$100 must be made in order to reserve your room(s) and secure your date(s). Full payment must be made (60) sixty business days prior to the reservation date. This will include a security deposit.

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

A: The City requires a (60) sixty business day notification for cancellation requests. If you cancel more than 60 days before the date of your event, all fees will be returned to you, minus a \$5 administrative fee. If the event is cancelled less than (60) sixty business days prior to the event, your retainer and rental will be forfeit, although your security deposit will be refunded.

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

A: Security deposits are processed after an inspection is completed following use. Typically, deposits are returned within 4-6 weeks after the reservation date by check, or refunded to the credit/debit card used when original payment was made, only if all requirements are met.

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

A: A completed indoor facility permit application, and proof of residency (an ID and current utility bill).

Q: Can I have alcohol at my event?

A: Yes. The individual applying for the reservation MUST be over 21. Private security guards must be on site (at applicant's expense). A one-day event insurance policy and an additional deposit are required. Alcoholic beverages – restricted to beer, wine and champagne – may be served under designated conditions which are outlined in the facility application.

Q: Can I smoke in the facility?

A: No. Smoking is permitted outside of facilities only and must be 20 feet outside the entrance or exit.

Q: Are there limitations on the kinds of decorations I use?

A: Yes. Candles, glitter, confetti, nails, screws, tape and/or smoke/fog machines are not permitted. (This is not a comprehensive list of prohibited items—please consult with the facilities supervisor for specific requests.)

SEATING CAPACITY

BALLROOM

Square Footage	3,500
Approx. Dimensions	70' x 50'
Banquet Capacity	180

*Capacity limits are approximate.

Hours of Rental Saturday

4:00 p.m.—12:00 a.m.

(Rental requires a minimum of 6 hours.)



Contact us for reservation inquiries:

Community Services & Recreation Department

Facilities Division

8am-8pm Mon-Thur & 8am-4pm Fri

14400 Paramount Boulevard

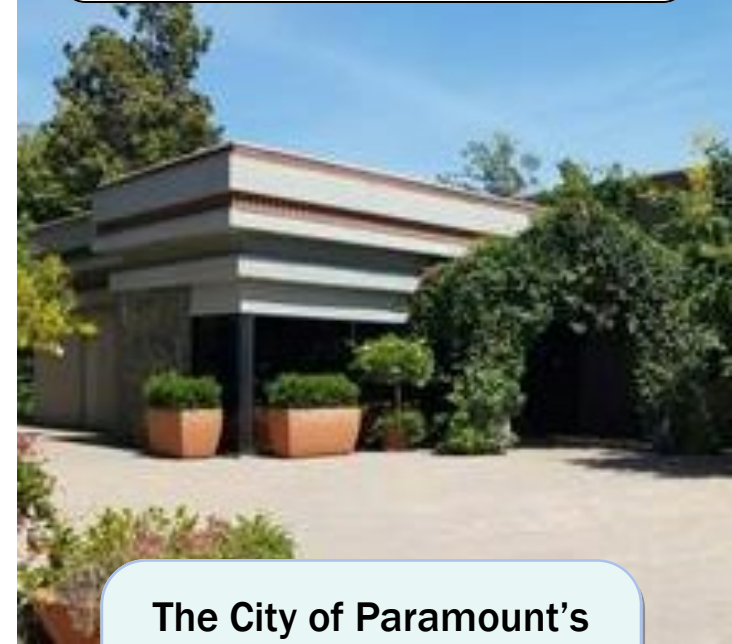
Paramount, California 90723

Telephone (562) 220-2090

Visit the City of Paramount Homepage at
www.paramountcity.com



PROGRESS PLAZA WEST COMMUNITY CENTER



The City of Paramount's
**Progress Plaza West
Community Center** offers
the City's most attractive
setting for moderate-sized
wedding receptions.

15500 Downey Ave.

Event Facility



ALCOHOL

If alcoholic beverage service is needed for your event, only City of Paramount– approved vendors may be used. There are additional fees for security. All alcoholic beverages must be served by a licensed bartender with a copy of their license provided to the City of Paramount.



Ballroom Set-up

RENTAL INCLUDES:

Ballroom Rental:

18 – 72” round tables | 8 – 30” x 72” rectangular tables | 180 elegant high back chairs

Renter is allowed to use the garden area as a social space, but once amplified music begins, doors to the ballroom must remain closed.

**BANQUET HALL RATES
(Residents only)**

Ballroom

• **180 Guests**

TIME	6 hour event
NO ALCOHOL	\$840
ALCOHOL	1,200

Additional hours are available

PAYMENT

- \$100 retainer required to secure your date.
- Refundable Security Deposit - w/ Alcohol: \$1,000
w/o Alcohol: \$500
- Any payments made by check, Visa, MasterCard or money order must be under the applicant’s name, and made payable to the “City of Paramount.”

Other Charges:

Set-up/Clean-up Fee:	\$350
Unauthorized Use:.....	\$300
Special Event Liability Insurance*: Varies	\$81-\$353
Property Damage Insurance*:	\$50

**Subject to increase every January.*

Optional:

Kitchen Rental (must have a licensed caterer with City of Paramount Business License):**\$50**

Important Information

Any problems, issues, and incidents will ONLY be addressed with the person named responsible in the hall rental contract; said person must be present during the entire event.

Outside Garden Area



Buffet Set-up Area

